



SELECT BOARD CALENDAR 04/11/2023 | HYBRID MEETING

SELECT BOARD HEARING ROOM
6TH FLOOR, BROOKLINE TOWN HALL

OR

- Bernard W. Greene – Chair
- John VanScoyoc – Vice Chair
- Miriam Aschkenasy
- Michael Sandman
- Charles Carey – Town Administrator

Please click this URL to Register & Find the Information to Join as an Attendee via your Confirmation Email:

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1. OPEN SESSION

5:00 PM Question of entering into Executive Session for the reasons identified in item 2 pursuant to G.L. c. 30A, § 21(a)(3).

2. EXECUTIVE SESSION - LITIGATION

Question of entering Executive Session for the purpose of discussing litigation strategy in the matter of Harriet Lesser v. Town of Brookline, Norfolk Superior Court Civil Action No. 2182CV00270.

3. ANNOUNCEMENTS/UPDATES

5:30 PM Select Board to announce recent and/or upcoming Events of Community Interest.

4. PUBLIC COMMENT

Public Comment period for residents who requested to speak to the Board regarding Town issues not on the Calendar.

Up to fifteen minutes for public comment shall be scheduled each meeting. Persons wishing to speak may sign up in advance beginning on the Friday preceding the meeting or may sign up in person at the meeting. Speakers will be taken up in the order they sign up. Advance registration is available by calling the Select Board's office at 617-730-2202 or by e-mail at kmacgillivray@brooklinema.gov. The full Policy on Public Comment is available at <http://www.brooklinema.gov/376/Meeting-Policies>

5. MISCELLANEOUS

Approval of miscellaneous items, licenses, vouchers, and contracts.

5.A. Question of approving the meeting minutes from April 4, 2023

**5.B. Question of approving the following Manager(s) for Sanctuary Medicinals, 1451 Beacon Street:
Michelle Martinez
Dahlia Hill**

**5.C. Question of approving the following Authorization to Hire request, vacant position within the Building Department:
Local Building Inspector (GN-12)**

5.D. Question of approving Extra Work Order No. 15 in the amount of \$69,637.00 for D'Allessandro Corporation, Contract No. PW/14-19, "Rental Rates for Snow Plowing and Ice Control

**6. CALENDAR
Review and potential vote on Calendar Items**

7. BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

**Naming Committee
Pam Roberts**

8. TOWN ELECTION LOCAL BALLOT INFORMATION MAILER

Question of approving the local ballot information mailer as presented by Town Counsel.

9. SPECIAL OUTDOOR DINING LICENSES

Presentation and possible vote on the special outdoor dining licenses for the following restaurants:

**Punch Bowl
Hamilton**

10. DEPARTMENTAL BUDGET REVIEWS

Review of the FY24 Departmental Budgets for the Office of Diversity, Inclusion, and Community Relations, the Fire Department, and the Police Department.

11. CDBG FY2024 ONE YEAR ACTION PLAN

Question of approving the CDBG Advisory Committee Recommendations for FY2024 (FFY 23) CDBG Annual Action Plan.

12. AMERICAN RESCUE PLAN ACT ROUND TWO FUNDING

Question of approving the proposed slate for the second round of American Rescue Plan Act funds as presented by the American Rescue Plan Submission Review Committee subject to satisfactory terms and conditions specified by the Town.

13. WARRANT ARTICLE PUBLIC HEARING

8:30 PM Public Hearing and possible vote on the following warrant articles for the 2023 Annual Town Meeting:

Amend the General By-laws to create a Black N Brown Commission

14. WARRANT ARTICLES

Discussion and possible vote on the following warrant articles for the 2023 Annual Town Meeting:

Article 11 Amend Article 2.5.2 and 3.22 of the Town's General By-Laws to amend the requirements for Select Board and Advisory recommendations and hearings

Article 9 Amend Article 2.1.13 of the Town's General By-Laws to increase the number of registered voters required for petitioned warrant articles

Article 10 Amend Article 2.1.13 of the Town's General By-Laws to define and require lead petitioners for warrant articles

Article 22 Home Rule petition regarding Ranked Choice Voting

Article 16 Amend Article X of the Town's Zoning By-Laws to create a new zoning district to reduce the number of demolitions in Brookline

15. BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

**Small Business Development Committee
Chamber of Commerce Representative**

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.



MINUTES
SELECT BOARD

04/04/2023 | 5:00 PM
HYBRID | TOWN HALL 6TH FLOOR & ZOOM REMOTE

Present: Select Board Member, Bernard W. Greene, Select Board Member, John VanScoyoc, Select Board Member, Miriam Aschkenasy, Select Board member, Michael Sandman

ANNOUNCEMENTS/UPDATES

Team Brookline is getting ready for the Boston Marathon. Runner Lakeshman Swami will be fundraising for the Brookline Community Mental Health organization. Charity runners raise money for, Brookline Education Foundation, Brookline Library Foundation, Brookline Symphony Orchestra, Brookline Teen Center and Brookline Center for Mental Health

This is the tenth-year anniversary of the Marathon bombing. There will be a remembrance ceremony Saturday April 15th at 2:30 pm at the Brookline Police Station 350 Washington Street

PUBLIC COMMENT

1. Jessica Wender-Shubow, Brookline Educators Union spoke on the use of ARPA money to pay all educators whom met their obligation to work during the Covid pandemic. Federal rules and regulations define sectors as each government may designate as critical to protect the health and well-being of its residents. These funds may be used to enhance services in schools to address increased rates of behavioral health challenges for youths, to support equitable access to services and reduce racial ethanoic socioeconomic disparities in access, addressing educational disparities in disproportionately impacted communities. She feels all Brookline educators are entitled to these funds. Educators were working for the Brookline remote learning program during the pandemic.
2. Michael McGraw-Herdeg spoke in support of an in-person Town Meeting, because some have not figured out the logistics of remote meetings. He spoke on the implications of Covid in large groups and hopes something can be arranged for a hybrid Fall Town Meeting.
3. Sana Hafeez, BNBC National Program Director spoke on ARPA funds for an aviation program and feels that after being tasked with reviewing proposals with careful detail, the ARPA Review Committee seems to have a major misunderstanding of our program. The commercial license training is in Brookline, the commercial pilot license training is in Orlando; there is no such thing as a commercial drone pilot certification that Mike referred to. No member of the ARPA Review Committee accepted our many invitations for conversations regarding Black N Brown aviation training programs that would be able to break down the logistics and cost to our program for aviation training. We feel it would be a monumental mistake for this program not to receive ARPA funding.
4. Ade ijanusi spoke in support for using Arpa funds for aviation training, he is a pilot, it takes a lot for minorities to make it in this career and we are missing opportunities. This is an opportunity

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for black n brown kids to become something in this industry. He hopes it is reconsidered to provide ARPA funding for this program.

5. Matt Picard a Brookline teacher spoke on the many teachers in Brookline who have not received the \$4.00 bonus in recognition for their efforts and sacrifices during the pandemic. These educators stepped up and delivered quality education, many gave themselves fully to make the school year work during Covid. In December 2020, the remote learning academy answered the call and gave our all; we deserve the Arpa Covid pay.
6. Carolyn Thall recognized Matt as a valued Baker school educator
7. Ty Pain, member of the Black n Brown club spoke in support of the aviation program. If black lives really matter what does that mean? Please let the kids get the experience in the aviation field.
8. Justin Brown spoke in support of ensuring that all Brookline educators that worked through the pandemic receive Covid pay. He taught remotely, hybrid and in person, the remote teaching educators are not eligible for ARPA funds and should be able to receive it. They all stepped up and delivered quality education

Town Administrator Carey responded on the ARPA premium pay adding that Brookline received as a provision of these funds, eligible pay for performing essential work and not included unfortunately is teleworkers, and remote work, the Feds do not identify that as premium pay. The premium pay does not allow us to pay workers that teleworked. The Select Board agreed that current employees who worked in person for 40 days during a particular time period would be eligible for the premium pay. We understand the frustration, but the program as it currently exists cost the town \$6 million, and the decision was made to balance our funding priorities. He also noted that the ARPA premium pay checks have already been issued.

MISCELLANEOUS

Question of approving the meeting minutes from:

March 21, 2023

March 28, 2023

On motion it was,

Voted to approve the meeting minutes from:

March 21, 2023

March 28, 2023.

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of accepting a grant from National Association of County and City Health Officials (NACCHO) in the amount of \$5,000 for the Medical Reserve Corps to be used for emergency preparedness.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of accepting a grant in the amount of \$5,000 from MEMA's Hazardous Materials Emergency Planning (HMEP) to update Brookline's Hazardous Materials Emergency Response Plan.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

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Question of approving contract MRC23-0102 with the National Association of County and City Health Officials in the amount of \$5,000 for emergency preparedness supplies.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of approving an Authorization to Hire request from the Recreation department:
Recreation Leader

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of approving the following Authorization to Hire request from the Department of Public Works:

Cemetery Supervisor (GN-9)

Pipe layer/laborer (LN-02)

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of approving the following Authorization to Hire Request from the Police Department:
Lieutenant (Provisional)

Sergeant (Civil Service)

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of approving the following appropriation request from the Health Department for office supplies in the amount of \$7,000:

from: 51005110 health admin 524005 medical/hospital services \$1,000.00

to: 51005110 health admin 531012 office supplies \$1,000.00

from: 51005110 health admin 524010 professional/technical services \$6,000.00

to: 51005110 health admin 531012 office supplies \$6,000.00

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of approving the following appropriation transfer request from the police department of \$275,955.00:

From: 2112020 510101 perm full time \$275,955

To: 21002020 5A0003 public safety equip \$78,783

To: 21002010 524006 training and consulting \$52,576

To: 21002020 539035/539031 uniforms/supplies \$43,291

To: 21002020 551099 training \$20,000

To: 21002020 5A001 automobiles \$66,193

To: 21002020 539031 equipment \$15,112

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of authorizing the following appropriation request from the Advisory Committee for \$155.00 for a conference attendance

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From: 13101310 533210 AC Meals and receptions \$155.00

To: 13101310 551099 AC conferences \$155.00

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Question of accepting a donation in the amount of \$250.00 from the Town of Weston to support the Hidden Brookline Walking Tour conducted by Barbara Brown.

Approved

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

CALENDAR

HYBRID TOWN MEETING

Further discussion and possible vote on hybrid or remote Town Meetings

Chair Greene announced that there is no longer a request from the Moderator to hold a remote Town Meeting. There are many issues that would have to be addressed if we tried to hold either a hybrid or remote town meeting. He spoke on a recent visit to the Town of Plymouth with board member Sandman, Senator Susan Moran, Representative Tommy Vitolo, Moderator Kate Poverman and Town Clerk Ben Kaufman to observe their hybrid town meeting. They plan to organize a Brookline hybrid town meeting in November, and the trip to Plymouth provided a lot of insight and information on doing so. Plymouth obtained home rule authorization for a hybrid town meeting last summer. Chair Greene spoke on his observations., some favorable to the hybrid platform some not so much.

Mike Sandman added that Plymouth noted they had a contentious time when they scheduled an in-person town meeting and he thinks the hybrid meeting was a response to that; he added it took them months to set up that option.

Moderator Kate Poverman added the issues of remote vs in-person has been discussed a lot, prompting her to request a remote meeting and since withdrew it. Remote meeting has benefits making town meeting more assessable and many town meeting members were in favor of it; an equal number were in favor of being back in-person, however there were some risks she was not willing to take in holding a remote town meeting.

- The warrants were executed went out and posted, you can't pull them back and execute them again. In order to have another town meeting remotely, we would execute another town meeting with the same articles for a different date. The article process has already started.
- Need to hold a remote town meeting the day before the posted town meeting where town meeting would have to approve the remote town meeting, if that passes, proceed. Because the warrant was issued, town meeting would meet the next day for the in-person town meeting a quorum would have to be there, 180 members. And 91 would have to vote to adjourn the in-person town meeting to proceed in remote. If fails to pass that we would run 2 simultaneous town meetings, one remote one in person. There is no way to know if this would be challenged or not.

Board member Miriam Aschkenasy spoke against an all in-person town meeting because it is difficult for those who have family obligations and other challenges to attend an in-person town meeting.

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Town Administrator Carey added the reality is rewiring the high school auditorium which is in continuous use requiring staff and time, the only date that was available was May 4th due to high school activities; making a hybrid not possible for a May 2023 hybrid town meeting. There was a wait and see period with what the State would allow relating to hybrid town meetings. The town is prepared to start the process for the Fall town meeting.

SPECIAL TOWN MEETING - *withdrawn*

Question of approving the Moderator's request for a remote Town Meetings

a) Question of calling a second Special Town Meeting for purposes of providing a remote option for articles files for the May 2023 Town Meetings

DEPARTMENTAL BUDGET REVIEW

Review of the following FY24 Departmental budgets:

Council on Aging

HR/Benefits

Library

Council on Aging Director Ruthann Dobek made a presentation.

Highlights

- Requesting \$19,318 to cover the new parking lease at 122 Centre Street and a new contract for cleaning
- Salary budget - \$911,776 (11 FTE 4 PTE)
- Outside funding sources include state, federal and private funding (\$449,857)
- Review of ARPA funding – food insecurity, transportation and mental health related programs
- Goals: finding funds after ARPA- mid-management salaries- transportation expansion

HR/Benefits, Human Resources Director Ann Braga provided a presentation:

Highlights:

- Review of mission statement
- Brookline code of conduct
- Accomplishments: Covid related work items, premium pay, collective bargaining, work from home, policy review
- Current activities: Learning and development, online compliance, salary studies
- Review of employee benefits

Deputy Town Administrator Melissa Goff provided a review of the benefit budget:

- Pension on track to be fully funded by 2030
- Major changes in GIC insurance, they are waiting until after the insurance enrollment period to see where the numbers settle before addressing the \$2.1 million increase
- OPEB trust fund was allocated \$250k
- Workers comp increased
- Injured on duty was level funded
- Unemployment was reduced appropriation redirected to worker comp

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Ms. Braga spoke briefly on recent turn over, notably since Covid, they have been tracking positions and noted people leaving without another job lined up because they needed time away, time to decompresses whatever the reason. Also, many are not showing up for interviews etc. and some change career paths.

Library Director Amanda Hirst made a presentation:

Highlights:

- Accomplishments – exceeded pre Covid circulation levels
- Conducted a diversity audit of their library print collection
- Increased engagement to Brookline’s older population
- New initiatives – increase services to those that can’t come to the library
- Use a bookmobile to meet community needs
- Provide a tool to delivery library materials to those that are homebound
- Personnel – 41 staff members - would like an Assistant Director for Public Services
- Would like to Invest in software and equipment
- Would like to see the libraries become carbon neutral

Ms. Hirsh spoke briefly on their integration with the Town’s IT department. Town hall has been very supportive with contract negotiations, and strategic support.

WARRANT ARTICLES

Review and possible vote on the following Warrant Articles:

Article 13 Create a new Article 3.12A of the Town’s General By-Laws to establish an Office of Housing Stability (Wu, Card)

There shall be established an Office of Housing Stability within the Department of Public Health, or within another Town Department at the discretion of the Town Administrator. The purpose of the Office shall be to assist residents at risk of displacement, prevent homelessness, and to develop initiatives to combat displacement. The office shall serve as a resource and clearinghouse of information for residents who need housing-related assistance and a forum for identifying best practices for combatting displacement. Potential services offered by the office may include:

- *Advice and information on housing issues for Brookline residents*
- *Referrals to community agencies to prevent displacement (legal, mental health, social services, advocacy)*
- *Accessing financial assistance*
- *Advocacy with landlords or housing agencies to resolve housing disputes*
- *Case management to stabilize tenancies*
- *Housing search (affordable, private, public, inclusionary)*

Individual outreach to Landlords and on-line resources regarding tenant rights and housing search

Petitioner Chi Chi Wu and John Card presented Article 13 – Creating a n Office of Housing stability.

- Background
- Housing displacement is a threat to public health
- Eviction Lab report from Suffolk County – evictions are increasing
- Brookline’s rental rate are skyrocketing – cost burdened renters
- Review of other municipalities with Offices of Housing Stability
- Potential services

This office would be tasked with providing advice on housing issues, referrals to community agencies to prevent displacement, accessing financial assistance, advocacy with landlords or housing agencies, case management housing search and a tool as a clearing house for inquires on housing related issues including tenant rights.

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The board noted there are local agencies and town departments that deal with some of these issues; perhaps a plan may be required is to align these services in a better format to make it easier to obtain information. It was also noted perhaps a plan to strengthen the communications with local organizations and/or explore contractual services. It was noted the town could do better identifying the resource we have. The town needs to first figure out, what do we offer currently, and move from there.

Ms. Wu added it could be started with one person to serve as a clearing house that has some expertise in housing. Boston had a staff of three to serve the whole city. John Card added that some of these agencies are specialized in other areas. There is no resource just for tenants.

Board member Aschkenasy noted the Town's disability expert and how helpful her position is in town. We may have all the resources, but no one to link them together and provide a path for residents. She supports a dedicated staff person.

Chair Greene spoke on a kind of community hub and this could be part of a broader initiative to provide social services. He is not opposed to the article but feels pooling our current services is a good start.

Public hearing

Bonnie Bastian spoke in favor of the article and relayed her struggles and challenges as a renter in Brookline. Last summer her rent was raised \$800 over a four-month period. What she needed was advice, strategy and information to help her understand her point of leverage to communicate with her landlord to correct serious repairs. A point person would have been very helpful to her.

Scott Ananian, TMM#10 spoke in support of the article and noted that a quarter or half position could get the ball rolling. Someone in town should be working on this.

Carolyn Thall spoke in support of the article and noted her involvement with rental residents having trouble with Hancock Village. There needs to be someone who can deal with code enforcement and eviction issues. She spoke on Brookline residents in Hancock Village with children in the school system that were not evicted, but did not have their lease renewed, leaving them 30 days to get out of their apartments. There needs to be some support for these renters.

Jessica Ryan said there are often times property managers and staff find ourselves in situations where they are overwhelmed and often times are not in a position where they are qualified to handle these issues. Reaching out to the office of housing stability for assistance would be a great help and resource for them. This position would provide a service that would go both ways to the tenant and the landlord.

Board member VanScoyoc acknowledged there is a concern and we should look at whether there is a current staff person that needs to be elevated or bringing in a new hire.

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Article 16 Amend Article X of the Town's Zoning By-Laws to create a new zoning district to reduce the number of demolitions in Brookline (Planning and Community Development Department)

Regulatory Planner Polly Selkoe reviewed the article:

The Department of Planning and Community Development proposes a zoning amendment to address the Article 12 resolution, passed at Fall 2022 Town Meeting, which requested that the Planning Department study proposals to reduce the number of demolitions in Brookline. This zoning amendment would be a first step.

The amendment would create a new zoning district, called T-5 (NH), to encourage reuse of buildings and discourage demolitions. The new zoning district would have the same dimensional requirements as the T-5 district, but would prescribe massing standards for the build-out of attic spaces, third floors and additions, and would limit building depth on a lot. The proposed standards would (a) reduce the rapid pace of the demolition of existing housing stock, (b) encourage conversions of attic spaces and additions for greater living space, and (c) reinforce the strong development pattern of the T-5 architecturally coherent neighborhoods for dormers, additions and new dwellings.

Over the past year and a half, there have been five demolition applications for replacement of primary structures with much larger two families, just in the T-5 districts, off of Harvard Street, north of Beacon Street. All of the proposals were for much larger structures that had a full three stories in contrast to the surrounding homes, which were primarily two-and-half stories with sloped roofs.

Polly Selkoe reviewed that this article is written in response to a resolution that passed at last town meeting due to the great concern on demolitions, especially in T5 zoning areas. These areas are near Harvard street, and demolitions are being replaced with three storied buildings built out to the lot lines in a style that does not fit in the neighborhood. One striking result is the roofline, and the boxed like structure. This bylaw amendment proposes a zoning district of T5(NH), height stays the same, but instead of allowing three stories it allows 2.5 stories which means the house will not be as overwhelming in appearance. The front lot setbacks and side lot setbacks remain the same. The house could only be 50% of the depth of the lot from the very front of the lot to the rear of the lot.

Ms. Selkoe spoke on various roof types and sees this as putting a stop on demolition, already several properties went from their original proposal of a demolition to a renovation project. She did note that most of the demolished properties have turned into a large three unit building at very high property prices.

Board member Sandman acknowledged that this is taking a mini step towards form based zoning in this area with dormers. It addresses massing and the slope of a roof. He mentioned 159 Aspinwall Ave, a large box shaped building, a two-family condo that replaced a traditional 2 family home. These units sold at a much higher price than the traditional 2 family.

Public hearing

Nancy Heller, TMM#8 spoke in favor of the article. She was a co-petitioner of article 12 at last town meeting, a very successful resolution that asked the Planning Board to come up with a way to reduce demolitions that's happening in precincts 8 and 9 and other areas in Brookline. This is a terrific start.

Regina Frawley asked about the height and noted there is a lot of apparatus put on a roof and called penthouses. It is often up to 8 or 9 feet in order to cover the appliances that go on the roof like air conditioners and heaters. Would that be restricted by the 2.5 height allowance? She supports the article.

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Ms. Selkoe responded that the zoning bylaws does allow certain equipment to go on the roof, 10 feet higher than what the maximum height is allowed. Typically, on a two family you really don't have a lot of that kind of equipment. An elevator penthouse would be allowed.

Edward Dumas noted that the districts that are being talked about are currently part of the Coolidge Corner design overlay district, the kind of demolitions being discussed fall within the requirement of a special permit and design review. This would seem as a plain read to already preclude this type of development in the Coolidge Corner design district. How are we getting these homes given that they are already subject to review, there is a possibility that there are waivers that are happening down the approval line. In his research he was not able to find that the planning department conducted design reviews on homes that had been fully demolished. An example is the process on 116 Thorndike. This process went pretty far before being halted to take the proper channels.

Ms. Selkoe responded that it is important to note that the planning board and the ZBA have to adhere to what is allowed. There are not many specific design standards, they are very general. These new design standards will help ensure that these buildings are not out of place.

There was a note submitted asking about enforcement measures.

Mr. Carey noted there are enforcement procedures in place, regular inspections etc. The town welcomes residents' concerns that can sometimes lead to further inspection.

CANNABIS EQUITY POLICY

Review and possible vote on a Cannabis Equity policy

Board member Sandman reviewed the draft policy that was before the Cannabis Mitigation Advisory Committee who proposed two edits, and is now ready for adoption. At the same time there were discussions back and forth with the attorneys for retail marijuana establishments on a fee structure.

Town Counsel Callanan reviewed some legal cases currently in the courts that may alter the language of this policy; they will not know that outcome until July of this year.

Chair Greene proposed some language that will specify why there is a social equity policy which is to acknowledge people from black and brown communities that have been disproportionately harmed by marijuana prohibition and enforcement and to positively impact those communities.

On motion it was,

Voted to approve the marijuana equity policy, as edited by the Select Board with regard to Sections 3 and 4, and to authorize the Town Administrator to insert into Section 1 prefatory language adopted from Chapter 94G regarding the purpose of the policy being to assist those historically disproportionately impacted by anti-marijuana enforcement laws."

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

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MAY ELECTION

Question of approving the following actions related to the May 2023 Town Election:

1. Vote to issue the Warrant for the Annual Town Election scheduled for May 2, 2023
2. Vote to issue the Warrant for the Special State Primary scheduled for May 2, 2023
3. Vote to authorize police details for the May 2, 2023 Elections

Town Clerk Ben Kaufman reviewed that the State election relates only to Brookline's precinct 16.

On motion it was,

1. Voted to issue the Warrant for the Annual Town Election scheduled for May 2, 2023
2. Voted to issue the Warrant for the Special State Primary scheduled for May 2, 2023
3. Voted to authorize police details for the May 2, 2023 Elections

Aye: Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

There being no further business the Chair ended the meeting at 8:45 pm.

ATTEST



LAWSON & WEITZEN

RICHARD B. WEITZEN*
 LAUREN J. WEITZEN
 PAMELA B. BANKERT, PC*
 IRA H. ZALEZNIK
 VALERIE L. PAWSON
 GEORGE F. HAILER, PC*
 KENNETH B. GOULD
 GEORGE E. CHRISTODOULOU, PC
 DAVID A. RICH*
 PATRICIA L. FARNSWORTH
 K. SCOTT GRIGGS ***
 KENNETH B. SKELLY***
 GLENN P. FRANK*
 J. MARK DICKISON **
 SCOTT P. LOPEZ
 JEFFREY P. ALLEN
 DARLY G. DAVID
 MARIA GALVAGNA MESINGER
 JONATHAN P. ASH
 JOSHUA M. D. SEGAL*
 JOHN R. BAUER
 RYAN A. CIPORKIN
 DONALD J. GENTILE*
 PETER A. GRUPP
 MICHAEL S. RABIEH
 KARA THORVALDSEN **

MICHAEL WILLIAMS
 KRISTINA A. ENGBERG
 BRENDAN P. SLEAN
 CHRISTOPHER A. MCALPIN
 BRIANNA L. PATON
 JOEL A. WETMORE
 ZACHARY B. LUCZYK
 ZACHARY R. GODIN
 NICOLE M. DAVIES

* ALSO ADMITTED IN NY
 ** ALSO ADMITTED IN NH
 *** ONLY ADMITTED IN PA
 * ALSO ADMITTED IN DC
 ** ALSO ADMITTED IN NH, RI
 *** ALSO ADMITTED IN RI, CT, NH
 **** ALSO ADMITTED IN RI

March 13, 2023

VIA E-MAIL ONLY (dfields@brooklinema.gov)

Devon Fields
 Assistant Town Administrator for Operations
 333 Washington St., 6th Floor
 Brookline, MA 02445

Re: Sanctuary Medicinals, Inc.

Dear Ms. Fields,

Enclosed, please find the following documents in support of Dahlia Hill and Michelle Martinez's applications for general manager of Sanctuary Medicinals:

Dahlia Hill

1. Manager/Alternate Manager License Interview Form;
2. CORI Forms and ShieldScreening Report;
3. Resume;
4. Copy of Drivers License;
5. Copy of CCC License;
6. Letter of Recommendation (Martinez);
7. Letter of Recommendation (Hamwey); and
8. Letter of Recommendation (Panora).

Michelle Martinez

1. Manager/Alternate Manager License Interview Form;
2. CORI forms and ShieldScreening Report;
3. Resume;
4. Copy of Drivers License;
5. Copy of CCC License;
6. Letter of Recommendation (Jefkska);
7. Letter of Recommendation (Miles); and
8. Letter of Recommendation (Pickett).

5.B.



LAWSON & WEITZEN

If you have any questions or need additional information, do not hesitate to contact me at (617) 439-4990.

Very truly yours,

Brianna Paton

Encl.

Cc: Client



TOWN OF BROOKLINE

Massachusetts

 MARIJUANA RETAILER
 MANAGER/ALTERNATE MANAGER
 APPLICATION

LICENSE NAME: Sanctuary Medicinals, Inc. DISPENSARY NAME: Sanctuary Medicinals
 ADDRESS: 1351 Beacon St., Brookline, MA, 02446

MANAGER INFORMATION:

NAME: Michelle Martinez CELL PHONE NUMBER: [REDACTED]

HOURS PER WEEK 45 U.S. CITIZEN ☒ YES ☐ NO
 CCC CREDENTIAL NUMBER B126539

BACKGROUND INFORMATION:

- A. Do you now, or have you ever, held a direct or indirect, beneficial or financial interest in a Marijuana Dispensary? YES ☐ NO ☒
 If Yes, please describe: _____
- B. Have you ever been a Manager of Record of a Marijuana Retail License which has been suspended, revoked or cancelled? YES ☐ NO ☒
- C. Please list your employment for the past ten years (Dates, Employer, Position Held)

<u>August - March</u>
<u>2010-2018, The North Face, Stockroom Supervisor</u>
<u>Nov 2018- Feb 2019- Green Clean- House Cleaner</u>
<u>Feb 2019-current- Sanctuary Medicinals, General Manager</u>



TOWN OF BROOKLINE

Massachusetts
 MARIJUANA RETAILER
 MANAGER/ALTERNATE MANAGER
 LICENSE INTERVIEW FORM
LICENSE TYPE RecreationalNAME: Michelle Martinez

ADDRESS:

CITY/TOWN:

E-MAIL: M

CELL PHONE:

PLACE OF:

FATHERS NAME:

UNITED STATES CITIZEN STATUS:

YES

NO

VETERANS STATUS:

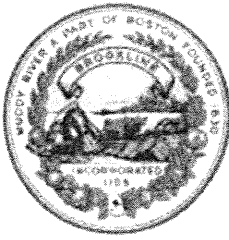
YESNO

RESIDENCES (LAST FIVE YEARS):

19		
4		
2		

EDUCATION:

<u>Danvers High School - High School Diploma - 2008</u>



TOWN OF BROOKLINE
Massachusetts

EMPLOYMENT HISTORY:

2/2019-Present- Sanctuary Medicinals
11/2018-2/2019- Green Clean
8/2010-3/2018- The North Face
11/2008- 8/2010- Olympia Sports
7/2007-11/2008- Wendy's
2006-2007- Abercrombie & Fitch
2004-2007- Market Basket

SIGNATURE: Michelle Marting DATE: 8/13/2022
 PLEASE PROVIDE THREE CHARACTER REFERENCES

SHIELDSCREENING

Background Screening Report

Shield Screening
601 South Boulder Ave
15th Floor
Tulsa, OK 74119
Phone: 918-236-0025 / 800-260-3738
Fax: 800-737-5184

FILE NUMBER 2070300
REPORT TO Sanctuary Medicinals (3386)
234 Taylor St
Littleton, MA 01460-2001
Phone: (978) 301-6600
Fax: -

REPORT DATE 05-24-2022
ORDER DATE 05-23-2022 Michelle Martinez
TYPE ShieldSANCMED CORI

Application Information

APPLICANT MARTINEZ, MICHELLE
DRIVERS -
LICENSE
E-MAIL MMARTINEZ@SANCTUARYMED.COM
ADDRESS(ES)

SSN
PHONE NUMBER

DOB

CITY / STATE / ZIP

Investigative

CORI MA State Criminal Search

RESULTS **No Reportable Records Found**
NAME SEARCHED MARTINEZ, MICHELLE
DOB SEARCHED 09-03-XXXX
JURISDICTION MASSACHUSETTS

SEARCH DATE 05-24-2022 9:43 PM MDT
SEARCH SCOPE



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973



Massachusetts Criminal Offender Record Information (CORI)

To Whom It May Concern:

The Massachusetts Department of Criminal Justice Information Services (DCJIS) has conducted a computerized search of the Criminal Offender Record Information database.

The attached is a true copy of matching information from the CORI database for MARTINEZ, MICHELLE and date of birth 09/03/1989.

Signed under the penalties of perjury this 24th day of May 2022.

Norma Marquez
Massachusetts Department Criminal Justice Information Services

CAUTION: Based on the information provided Shield Screening searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'No Reportable Records Found' means that our researchers could not locate a record that matched at least two personal identifiers (i.e., Name, SSN, Date of Birth, Address) for the subject in that jurisdiction. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

Disclaimer

This report is furnished to you pursuant to the Agreement for Service between the parties and in compliance with the Fair Credit Reporting Act. This report is furnished based upon your certification that you have a permissible purpose to obtain the report. The information contained herein was obtained in good faith from sources deemed reliable, but the completeness or accuracy is not guaranteed.

*** End Of Report ***

MICHELLE MARTINEZ

mma

EXPERIENCE

FEBRUARY 2019 – CURRENT

GENERAL MANAGER, SANCTUARY MEDICINALS

I began my career with Sanctuary Medicinals as a Patient Care Advisor at our Danvers location. My duties included assisting patients with purchasing their cannabis products, processing sales, checking patients into the dispensary and maintaining patient confidentiality. I was promoted to a lead role where my duties included opening and closing the dispensary, shipping and receiving of transports and processing incoming shipments, ordering accessories, ensure all standard operating procedures and state regulations were being followed.

I was promoted to the General Store Manager in July of 2020. My duties included overseeing the daily operations of the dispensary while ensuring compliance of all state regulations and record keeping as well as ensuring all company policy and procedures were being followed on a daily basis by everyone on staff while also ensuring a safe, secure and sanitary environment. Other duties including scheduling and payroll, overseeing inventory management and POS accuracy, handling patient complaints, employee reviews and hiring.

NOVEMBER 2018 – FEBRUARY 2019

CLEANER, GREEN CLEAN

My responsibilities included deep cleaning houses with eco friendly cleaning products and ensuring customer house keys and customer information was kept private.

MARCH 2018 – NOVEMBER 2018

THRU HIKER, APPALACHIAN TRAIL

From March 27 to October 12 of 2018, I set out on a 2,190 mile journey through 14 states and completed a successful thru hike of the Appalachian Trail. Few who set out on this journey are able to complete it and I hope my success of this challenge shows my drive and dedication to achieve the goals I have set out forth for.

AUGUST 2010 – MARCH 2018

STOCKROOM SUPERVISOR, THE NORTH FACE

My main responsibilities included opening and closing the store, managing the flow of merchandise coming in and out of the store and ensuring all delivery information was recorded accurately (shipping and receiving), customer service, preparing daily deposits, ensure the all policies and procedures were being followed, maintaining customer information for the warranty process, loss prevention.

NOVEMBER 2008 – AUGUST 2010

KEY HOLDER, OLYMPIA SPORTS

My responsibilities included opening and closing the store, processing and receiving shipments, performing sales and customer service.

EDUCATION

2008

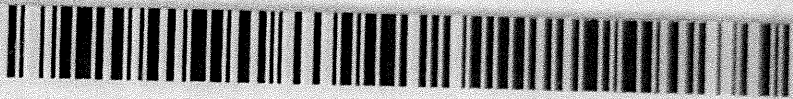
HIGH SCHOOL DIPLOMA, DANVERS HIGH SCHOOL

Danvers Highschool Marching Band 2003-2008 - Rose Bowl Parade 2005





22151AR32505301901



MICHELLE COLETTE MARTINEZ

Your registration as a Marijuana Establishment Agent must be renewed annually. Registration may be renewed up to 60 days prior to your registration anniversary date. The agent is allowed to transport marijuana if they are registered as an agent under one of the two licenses listed on the manifest.

If found, return to:
Cannabis Control Commission
Program website: masscannabiscontrol.com
Program telephone number: 774-415-0200

David Jefska

45R Jackson St.
Saugus, Ma.01906
781-710-4517
djefska@gmail.com

To Whom it may concern,

I had the privilege of working with Michelle Martinez, as her manager at The Northface Retail store in Peabody, Ma. Michelle was my Stock Supervisor from 2011 - 2019. I am happy to write a Reference letter for Michelle.

As the Stock Supervisor, Michelle was in charge of the Backroom. Michelle's duties included handling shipping/Receiving, Stocking, Cleanliness, and Inventory Control, including Audits. Michelle's Backroom was very organized and was very detail oriented. As proven by her high Audit scores which were always at 100%. Because of this Michelle was frequently used as The District trainer for new Stock Supervisors.

Michelle's other duties also included being the Manager on Duty on the Sales floor. Michelle's duties included handling Customer Service, Problem solving, Merchandising, Training, and loss prevention. During this time the store was able to improve our Inventory each year and well within company standards. Michelle helped to set and maintain the high standards that were required by The North Face,

The thing that impressed me most about Michele wasn't about work. Michelle and her Fiance hiked the Appalachian Trail in 2018. I am an avid hiker and it takes attention to detail, organization skills, Courage, to know your limits and to be willing to go beyond your limits. Over 70% of these hikers don't finish so that is why this feat is so impressive. I am truly in Awe of this achievement.

I Have known Michelle for over 10 years and I am Honored to call her my friend.

Sincerely,

David Jefska

5.B.

Frank N. Miles III
frank_miles@vfc.com
978-304-6069

To whom this may concern,

My name is Frank Miles and am proud to offer my recommendation of Michelle Martinez to whom I have known personally for 18 years and have worked with for a total of 8 years at The North Face in Peabody, MA as my supervisor.

While working with Michelle, I have experienced an individual who consistently shows up on time, works harder than anyone I have met, and always carries herself in a polite and respectable manner.

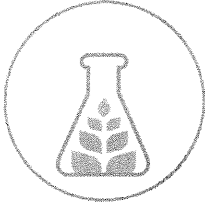
Michelle has shown me impeccable time management skills and has quick, on the spot problem solving skills. She is extremely organized and is highly adaptable to different situations and environments. Michelle unknowingly helped me grow as an employee and I have applied the skills I picked up from her which has helped lead me to my current role as Assistant Store Manager at The North Face, Peabody, MA.

Michelle is an asset to any team she is a part of and I am honored to have been able to have worked with her as well as type this reference letter for her.

Please do not hesitate to reach out if any further information is required.

Sincerely,

Frank N. Miles III



Mackenzie Pickett
Sanctuary Medicinals, Danvers
2 Electronics Ave,
Danvers, MA 01923
August 22, 2022

Dear Town of Brookline,

Michelle Martinez worked at the Danvers location for more than two years. Michelle began her employment alongside me, as an entry-level Patient Care Advisor. After just 2 months, she was promoted to become a Lead. In that position, she reported to the store manager at the time and managed the work and performance of 6-10 employees.

Michelle is very self-motivated and beyond capable of achieving any goal she sets her mind to. Michelle's quick promotion to a Lead is an example of that. After 1 year of being hired with the company, she became the store's General Manager. She learned all new standard operating procedures promptly and applied them in her daily work with ease. Sanctuary soon perceived Michelle as a valuable resource and that is why she is in your city today.

Michelle is constantly helping her team succeed and is always looking for a way to give back to the community. She is a great asset to our company, and the main reason I am in the position I am today.

Please feel free to reach out to ask any additional questions you may have about Michelle; I would be happy to answer any.

Sincerely,

A handwritten signature in black ink that reads "Mackenzie Pickett". The signature is written in a cursive, flowing style.

Mackenzie Pickett
General Manager, Sanctuary Medicinals - Danvers



TOWN OF BROOKLINE

Massachusetts

MARIJUANA RETAILER
MANAGER/ALTERNATE MANAGER
LICENSE INTERVIEW FORM

LICENSE NAME: Sanctuary Medicinals, Inc. MR281950
 DISPENSARY NAME: Sanctuary Medicinals
 MANAGER INFORMATION: _____
 NAME: Dahlia Hill
 CELL PHONE NUMBER: 617 [REDACTED]
 HOURS PER WEEK: 45
 U.S. CITIZENS: YES ☒ NO ☐
 CCC CREDENTIAL NUMBER: B132277

BACKGROUND INFORMATION:

- A. Do you now, or have you ever, held a direct or indirect, beneficial or financial interest in a Marijuana Dispensary? YES ☐ NO ☒
 If Yes, please describe: _____
- B. Have you ever been a Manager of Record of a Marijuana Retail License, which has been suspended, revoked or cancelled? YES ☐ NO ☒
- C. Please list your employment for the past ten years (Dates, Employer, Position Held)

EMPLOYMENT:

Sanctuary Medicinals, Brookline MA - General Manager - 11/2022-Current
Yamba Market, Cambridge MA - Assistant General Manager, Compliance - 4/2022-10/2022
Pharmalogics Recruiting, Quincy MA - Executive Recruiter - 01/2022-03/2022
INSA, Inc. Springfield, MA - Assistant General Manager, Compliance - 07/2020-12/2021
TD Bank, Brookline MA - CSRI, Head Teller - 4/2017-7/2020
Game Stop, Boston MA - Assistant General Manager - 2013-2017
Radio Shack, Acton MA - Mobility Expert - 2013



TOWN OF BROOKLINE

Massachusetts

MARIJUANA RETAILER
MANAGER/ALTERNATE MANAGER
LICENSE INTERVIEW FORM

LICENSE TYPE: Recreational CannabisNAME: Dahlia HillADDRESS: [REDACTED]CITY/TOWN: [REDACTED]E-MAIL: dhill@sanctuarymed.comCELL PHONE: 6 [REDACTED]PLACE OF BIRTH: [REDACTED]FATHERS NAME: [REDACTED]

UNITED STATES CITIZEN

YES ☒NO ☐

STATUS: VETERANS STATUS:

YES ☐NO ☒

RESIDENCES (LAST FIVE YEARS):

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

EDUCATION:

GED - Commonwealth of Massachusetts

SIGNATURE: [Signature]DATE: 2/15/23

SHIELDSCREENING

Background Screening Report

Shield Screening
601 South Boulder Ave
15th Floor
Tulsa, OK 74119
Phone: 918-236-0025 / 800-260-3738
Fax: 800-737-5184

FILE NUMBER 2210210
REPORT TO Sanctuary Medicinals (3386)
234 Taylor St
Littleton, MA 01460-2001
Phone: (978) 301-6600
Fax: -

REPORT DATE 11-07-2022
ORDER DATE 10-26-2022 Kera Duguay
TYPE ShieldSANCMED CORI

Application Information

APPLICANT HILL, DAHLIA MARIE
DRIVERS -
LICENSE
E-MAIL
ADDRESS(ES)

SSN
PHONE NUMBER

Investigative

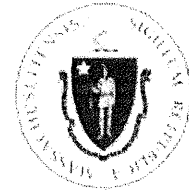
CORI MA State Criminal Search

RESULTS **No Reportable Records Found**
NAME SEARCHED HILL, DAHLIA MARIE
DOB SEARCHED 11-14-XXXX
JURISDICTION MASSACHUSETTS

SEARCH DATE 11-07-2022 7:41 AM MST
SEARCH SCOPE



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, State 2200, Chelsea, MA 02150, MASS.GOV/DCJIS
TEL: 617-660-4640; TTY: 617-660-4666 FAX: 617-660-5973



Massachusetts Criminal Offender Record Information (CORI)

To Whom It May Concern:

The Massachusetts Department of Criminal Justice Information Services (DCJIS) has conducted a computerized search of the Criminal Offender Record Information database.

The attached is a true copy of matching information from the CORI database for HILL, DAHLIA and date of birth 11/14/1991.

Signed under the penalties of perjury this 1st day of November 2022.

Norma Marquez
Massachusetts Department Criminal Justice Information Services

CAUTION: Based on the information provided Shield Screening searched for public records in the sources referenced herein for criminal history information as permitted by federal and state law. 'No Reportable Records Found' means that our researchers could not locate a record that matched at least two personal identifiers (i.e., Name, SSN, Date of Birth, Address) for the subject in that jurisdiction. Further investigation into additional jurisdictions, or utilization of additional identifying information, may be warranted. Please call for assistance.

Disclaimer

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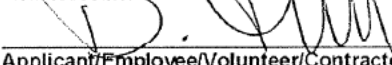
*** End Of Report ***

APPENDIX A - CORI Acknowledgment Form

I am an: (please check one)

☐ **Applicant** - Position: _____ Department/License: _____
☐ **Volunteer** - Position: _____ Department: _____
☒ **Employee** - Position: Manager in Training Department: Retail
☐ **Contractor** - Company Name: _____

The Town of Brookline is registered under the provisions of M.G.L. c. 6, §172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licenses, and applicants for the rental or lease of housing. As the prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS (and in the case of certain license applicants subject to fingerprint-based background checks, to the FBI). I hereby acknowledge and provide permission to The Town of Brookline to submit a CORI check for my information. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Town of Brookline with written notice of my intent to withdraw consent to a CORI check. For employment, volunteer, and licensing purposes only. The Town of Brookline may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that The Town of Brookline must first provide me with written notice of this check 72 hours in advance. By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgment Form is true and accurate.


 Applicant/Employee/Volunteer/Contractor Signature 2/15/2023
Today's Date

Applicant/Volunteer/Employee/Contractor Information (Please Print)

Last Name: Hill First Name: Dahlia MI: M
 Current Address: 2 [REDACTED]
 Former Address(es): [REDACTED]
 Maiden Name or Address: [REDACTED] Brighton MA
 Date of Birth: 1 [REDACTED] Last 6 digits of Social Security Number: [REDACTED]
 Sex: F Height: 5 ft. 9 in. Race: White Eye Color: Brown
 State Driver's License Number (Include State): [REDACTED] ID Theft Index PIN*: _____
 List any other name(s) or dates of birth that appear in DCJIS's database: Dahlia Hill, Tiffany McCormack
 Mother's Full Maiden Name: [REDACTED]

*The Identify Theft Index PIN Number is not required and only for those applicants who have been issued an Identity Theft Index PIN Number by the DCJIS. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the Accuracy of the CORI request process.

*****For Official Use Only*****

I certify that the foregoing person was identified in conformity with Town Policy using the following form of acceptable _____ government-issued identification: (List ID Type)

Signature of CORI-Authorized Employee: _____ Date: _____

Name and Position of CORI-Authorized Employee: _____

D/H**Dahlia
Hill**

Facilitation • Coordination • Operations

CONTACT**PHONE****E****WEBSITE**

linkedin.com/in/dahliahill

KEY SKILLS

- Certified Notary Public
- Process and SOP development
- Facilitation, coordination and team building
- Creative problem solving
- Records management
- Planning and Prioritization

SOFTWARE

Microsoft Office Suite

- Excel
- Word
- PowerPoint
- SharePoint

Dispensary Management

- METRC
- FlowHub
- LeafLogix
- Dutchie
- BioTrack
- I Heart Jane

Workforce Management

- Workday
- ADP
- Employee experience suites

PROFILE

Operations and facilitation professional with over 10 years of experience over several industries. In my career I've honed my craft and my philosophy is that given the right infrastructure, people can do anything! I consider myself to be a builder, and I believe that long-term success comes when support systems and networks are built to evolve. I bring empathy into everything I do, and I consider the day well spent if I was able to learn one thing and help one person.

EXPERIENCE

October 2022– Current

General Manager • Sanctuary Medicinals

- Build and maintain regulatory and operational infrastructure of the business to meet standards of 935 CMR 500.
- Support staff and train to evolving regulatory standards

April 2022– October 2022

Assistant General Manager, Compliance • Yamba Market

IMPACT: Rapidly scaled new adult-use dispensary through employee empowerment and regulatory training.

- Build and maintain regulatory and operational infrastructure of the business to meet standards of 935 CMR 500.
- Work directly with the Cannabis Control Commission to provide up-to-date compliance and financial information

July 2020 – December 2021

Assistant Store Manager, Loss Prevention • INSA Inc.

IMPACT: Led and launched operational infrastructure for \$5M/month flagship adult-use dispensary.

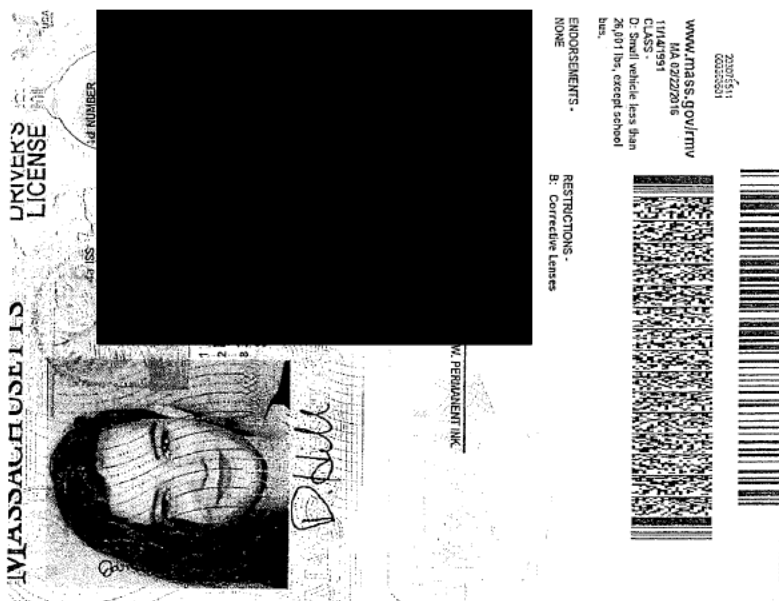
- Revolutionized compliance and operational framework for three Medical and Adult-Use dispensary locations across the Commonwealth
- Prepared long-lasting training infrastructure to ensure long-term success of the business

April 2017– July 2020

Teller Operations Manager • TD Bank N.A.

IMPACT: Prevented over \$50M in fraudulent loss to the Bank.

- Performed financial investigations on behalf of the bank to ensure adherence to ATF/AML legislation
- Drove initiatives to become top performing store in Greater Boston for OER, 3 quarters consecutively





22328AR33335301901



DAHLIA MARIE HILL

Your registration as a Marijuana Establishment Agent must be renewed annually. Registration may be renewed up to 60 days prior to your registration anniversary date. The agent is allowed to transport marijuana if they are registered as an agent under one of the two licenses listed on the manifest.

If found, return to:
Cannabis Control Commission
Program website: masscannabiscontrol.com
Program telephone number: 774-415-0200

Michelle Martinez

978-944-2556 | mmartinez@sanctuarymed.com | 180 Newbury Street, Danvers, MA

2/22/2023

To the Town of Brookline,

My name is Michelle Martinez and I am writing this reference for Dahlia Hill, whom I have the privilege to work alongside.

In our time working together, I have learned that Dahlia is extremely motivated. They are very focused on making the store as successful as possible by ensuring we continue to operate efficiently and compliantly, as well as keeping the staff happy and motivated. Dahlia has proven to always be a fast learner and takes on their role and responsibilities with ease.

Dahlia's performance is always exceptional, and I am beyond grateful to have them as a part of the Sanctuary team. They are a positive addition to our organization and I look forward to the future of the store under their leadership.

If you need any additional information, please feel free to contact me at 978-944-2556 or by email at mmartinez@sanctuarymedi.com.

Sincerely,

Michelle Martinez
Sanctuary Medicinals Inc

5.B.

Thomas Hamwey
(508) 574-6311
tchamwey@gmail.com

Town of Brookline
333 Washington St
Brookline, MA 02445

2/24/2023

To the Town of Brookline,

I am writing to recommend Dahlia Hill as the General Manager of Sanctuary. I have known her for over 16 years and can personally speak to her exemplary honesty and commitment.

Dahlia is a model employee and good friend, and I would trust her to carry out her required function with tact and professionalism.

Should you have any further questions about her, feel free to reach me at 508-574-6311.

Sincerely,



Thomas Hamwey

Jay Panora
Boston, MA
(774) 269-4470
jay@jay.quest

February 21, 2023

To Whom it May Concern,

Dahlia Hill has been a close friend of mine for the past eight years. We met when she joined my team as Assistant Manager at GameStop in Downtown Crossing.

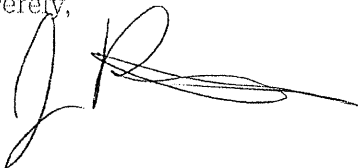
She is a detail oriented, compassionate person who strives to follow what she feels is important to her. I have always known her to have a strong integrity and sense of morals that shows in every aspect of her life.

Being able to work alongside her, and then maintain a close friendship has been one of the many joys of my life, and I am better for having been able to know her. She set me on the path to career success after joining my store and advocating for me to pursue promotions within my company. She has also been a kind and caring guide to me in turbulent times in my life.

Her passion for compliance and process building has allowed her to thrive in the cannabis industry, and I look forward to being able to watch her grow in years to come.

In summary, I highly recommend Dahlia Hill as General Manager at Sanctuary Brookline. She will do an excellent job in representing both Sanctuary Medicinals, and the town of Brookline.

Sincerely,

A handwritten signature in black ink, appearing to be 'JP' followed by a long, sweeping horizontal stroke.

Jay Panora



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** LOCAL BUILDING INSPECTOR Grade: GN-12
2. Department: BUILDING Division: CODE ENFORCEMENT & INSPECTIC
3. Position Control #: _____ Prior Incumbent: UNFILLED NEW POSTION
- a. Reason for Leaving: N/A

4. Budgetary Information:

Department Code: TGA Budget Code: 25002520 510001 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) _____/_____/_____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____/_____/_____ to _____/_____/_____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. ENFORCES PROVISIONS OF ZONING BY LAWS AND STATE BUILDING, ENERGY & MECH CODES
2. RECEIVES, REVIEWS & ISSUES PERMIT APPLICATIONS AND CERTIFICATES
3. PERFORMS SITE VISITS & PERIODIC INSPECTIONS - INVESTIGATE COMPLIANTS

9. I have considered the following alternatives to filling this position:

THERE ARE NO ALTERNATIVES AT THIS TIME - RECRUITING HAS BEEN DELAYED DUE TO QUALIFIED

CANDIDATE POOL - FILING POSTION WILL ASSIST WITH WORKLOAD

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

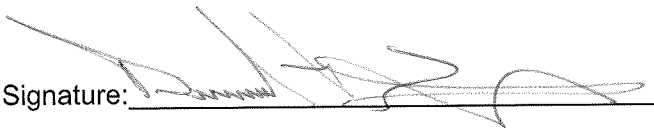
Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: 	Date: <u>3.21.23</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:

LOCAL BUILDING INSPECTOR**Grade GN-12****PRIMARY PURPOSE**

Inspection work in connection with the enforcement and interpretation of the Massachusetts Building Code and other applicable codes relating to building construction and design, as well as zoning enforcement; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Enforce the State Building Code, Architectural Access Codes, and the Town Zoning Bylaw.

Inspect new and existing buildings and ensure compliance with various construction codes and the zoning bylaw; approve, review and verify information on permit applications; analyze permits for compliance with zoning codes; process applications; enter information into the computer; oversee the issuance of certificates of occupancy and contractor licenses and registration.

Establish inspection schedules and priorities; respond to inquiries and complaints from property owners, tenants, contractors, architects and others regarding code and bylaw interpretation, clarification of department policies and procedures, violations, complaints and general information.

Review building plans and blueprints prior to approval of issuance of building permits; ensure that approved products, materials and techniques are used during construction.

Identify code and bylaw violations, such as sign violations, illegal construction and permit violations; issue notices of violation of building code and zoning bylaws; make court appearances, when necessary.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general direction of the Building Commissioner, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws; reviews all unusual problems or situations with the Commissioner prior to taking any required action.

WORK ENVIRONMENT

Administrative work is performed in office conditions; inspection work is conducted in the field with exposure to loud noise and hazardous conditions associated with construction sites requiring the use of basic safety equipment.

*Brookline, Massachusetts
Local Building Inspector - Building Department*

1

5.C.

The employee operates standard office equipment, hand tools (level, tape measure and siting equipment) and an automobile.

The employee has contact with other departments, such as Planning, Public Works, Health, Fire, Police, Town Clerk, and Town Counsel, and contractors, developers, and the general public.

Errors could result in personal injury, injury to others, financial loss, or delay or loss of service.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; additional technical training; five years of experience in the supervision of building construction and zoning enforcement; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Massachusetts Certification as a Local Building Inspector
Valid Massachusetts Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

Thorough knowledge of the Massachusetts Building Code and other applicable state statutes, rules and regulations, and field inspection practices, zoning, the materials and methods of building construction and equipment, accepted requirements for building construction, fire prevention, light, ventilation and safe egress.

Ability to enforce codes and regulations fairly and impartially, read and interpret plans and specifications, interact effectively with the general public, construction personnel, technical personnel, and state and local officials, communicate effectively orally and in writing, maintain complete and accurate inspection records, and stay informed of code changes.

Communication and public relations skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required when performing office work; moderate physical effort is demanded when making inspections. While conducting field inspections, the employee is required to stand, walk, use hands to operate objects, tools or controls, climb ladders and scaffolding, reach with hands and arms, kneel, crouch or crawl and enter crawl spaces. Agility is required to access all areas of construction sites. Vision requirements include the ability to read routine and technical documents, use a computer, and operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Brookline, Massachusetts
Local Building Inspector - Building Department



TOWN OF BROOKLINE
Massachusetts

DEPARTMENT OF PUBLIC WORKS

April 4, 2023

Erin Chute Gallentine
Commissioner

Select Board
Town Hall
Brookline, MA 02445

Dear Board Members,

Attached for your approval is Extra Work Order No. 15 in the amount of \$69,637.00 for D'Allessandro Corporation, Contract No. PW/14-19, "Rental Rates for Snow Plowing and Ice Control". This contract amendment is submitted to cover a current deficit in snow and ice control costs and is anticipated to provide adequate funding to close out expenditures for the remainder of the winter season.

The original contract was approved by the Select Board on November 13, 2013 and was most recently extended on October 19, 2021 for a three year term, in the amount of \$79,865.00 annually to cover anticipated costs for the winters of 2021-2022, 2022-2023 and 2023-2024. On January 16, 2023, the Town administrator authorized the invocation of Massachusetts Chapter 44, section 31D thereby allowing the Department to overspend the budget for snow and ice control and continue winter operations.

Your approval of this extra work order is respectfully requested.

Sincerely,

Erin Gallentine
Commissioner of Public Works

Cc: Charles Carey, Town Administrator
Kevin Johnson, Director of Highway and Sanitation

TOWN OF BROOKLINE

ENGINEERING DIVISION

EXTRA WORK ORDER

Number 15

I, JON D'ALESSANDRO, duly authorized representative of D'Allessandro Corp., Contractor, agree to perform all labor and supply such materials as may be necessary to perform additional snow plowing and ice control under the contract for Rental Rates for Snow Plowing and Ice Control:

I further agree that the amount or amounts paid to D'Allessandro Corp., Contractor, for performing the above-specified work shall be at the contract unit prices for FY23.

Additional Snow Plowing and Ice Control\$69,637.00

The work is in connection with the contract between D'Allessandro Corp., and the Town of Brookline, Massachusetts, "Rental Rates for Snow Plowing and Ice Control," Contract No. PW/14-19, dated October 29, 2013.

Approved:

4.4.2023

Date

D'Allessandro Corp.

(Contractor)



Authorized Representative

Approved:

Erin Chute Gallentine

Commissioner of Public Works

Town Administrator

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering DivisionContract #: PW/14-19 Rental Rates for Snow Plowing and Ice ControlVendor Name and Address: D'Allessandro Corp., 41 Ledin Dr, PO Box 245
Avon, MA 02322-0245Change Order/Extra Work Order #: 15Purchase Order #: 23100074Amount of Amendment \$ 69,637.00

Purpose of Amendment:

Description: Additional snow plowing and ice control.

Coding:

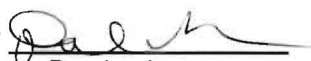
Org #	Org Name *	Acct #	Acct Name	Amount
42004230		523070		\$69,637.00

- For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: Erin Chute GallentineDate 04/05/2023Comptroller and Purchasing Approvals

Funds Available/Codes Correct


Comptroller

4/3/2023
Date Approved by Comptroller
Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B)

Purchasing

4/3/23
Date Approved by Purchasing

Application Form**Profile**

Pamela

First Name

L

Middle Initial

Roberts

Last Name

Email Address

Home Address

City

State

Postal Code

What Precinct do you live in? *☒ Precinct 2

Primary Phone

Which Boards would you like to apply for?

Naming Committee: Submitted

Interests & Experiences**What type of experience can you offer this Board/Commission?**

1. Previous member (alternate) of the Naming Committee -- 2020-2022. I took the spot vacated when a member moved away. 2. Member, School Committee Ad Hoc group that investigated all of the school names, in light of the Warrant Article that changed the name of the former Edward Devotion School -- 2018-2020.

What type of issue would you like to see this Board/Commission address?

The Heath School community has been wrestling with the historical information discovered when the Ad Hoc committee upon which I served (see above) found hard evidence of the Heath family's slave dealings. They're going through a renaming process now; I look forward to their outcome! In 2018, Saeed Ola, Vice Principal of the Florida Ruffin Ridley School, stated to me that "institutions should reexamine their names every 50 to 100 years. Is the name still relevant?" And to my mind: does a current name do damage to a certain gender, race, or ethnic group in town? I don't think that any street, school, or square name is sacred. I look forward to working with name changes as they arise.

Are you involved in any other Town activities?

Current: Chair, Friends of the Public Library; Town Meeting Member, precinct 2. Previous: parent representative on the (formerly Devotion) Building Renovation Committee; PTO co-president of the (former Edward Devotion School, now) Florida Ruffin Ridley School; school library volunteer for 12 years at two school libraries.

7.B.

Do you have time constraints that would limit your ability to attend one to two meetings a month?

None.

[Naming_Committee_resume.pdf](#)

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

03/16/1958

Date of Birth

Pamela Roberts • 

My husband and I have lived in North Brookline for 30 years. Our three children went through the (former Edward Devotion, now) Florida Ruffin Ridley School. Our sons graduated from Brookline High School, while our daughter graduated from Norfolk County Agricultural High School last spring.

Volunteering

- * Principal Search Committee, former Devotion School 2001-2002
- * PTO Co-President, 2003-2006
- * (formerly Devotion) School Renovation Committee, parent representative 2014-2018
- * *Ad Hoc* group of the School Committee that examined the history of each Brookline public school's name 2018-2020
- * Brookline Naming Committee (alternate) 2020-2022
- * Current Chair, Friends of the Brookline Library
- * Library Volunteer, Florida Ruffin Ridley School Library and the BHS library, 2008-2020
- * Current Town Meeting member, precinct 2

- * Current Council Member, Old South Church in Copley Square
- * Former Moderator, Old South Church

References

Available upon request



TOWN OF BROOKLINE

Massachusetts

OFFICE OF TOWN COUNSEL

JOE CALLANAN, Town Counsel
JOHN MORESCHI, First Assistant Town Counsel
JOHN J. BUCHHEIT, Associate Town Counsel
JONATHAN SIMPSON, Associate Town Counsel
MICHAEL DOWNEY, Associate Town Counsel

TO: Bernard Greene, Chair, Brookline Select Board
All Other Members of the Brookline Select Board

CC: Ben Kaufman, Town Clerk
Chas Carey, Town Administrator
Melissa Goff, Deputy Town Administrator
Devon Fields, Assistant Town Administrator for Operations
John A. Moreschi, First Assistant Town Counsel
Jonathan Simpson, Associate Town Counsel

FROM: Joe Callanan, Town Counsel

SUBJECT: Select Board Approval of the Town Counsel's Draft Local Ballot Information

DATE: April 7, 2023

This memorandum seeks to conclude my efforts to comply with [General Laws, c. 53, §18B](#), and as a follow up to both my March 23, 2023 and April 4, 2023 memoranda.

Attached please find a final draft version for your approval.

I respectfully request that the Select Board approve this final version of ballot information during your meeting scheduled for next Tuesday, April 11, 2023. G.L., c. 53, §18B(b) (first sentence).

If the Select Board were to approve the information at that meeting, then we would be able to meet the statute's mailing deadline, which I explained in my earlier memorandum.

Please feel free to contact me if you should have any questions. Thank you very much.



Ben Kaufman, Town Clerk

Town of Brookline Massachusetts

Town Hall, 1st Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2010 Fax (617)
730-2043

April 12, 2023

«FirstName» «MiddleName» «LastName» «Suffix»
«Address» «UnitNumber»
«City», «State» «PostalCode»

Dear Resident,

The Town of Brookline prepared this mailing, pursuant to GL c. 53, § 18B, to provide residents information about local ballot questions at the Annual Town Election on May 2, 2023.

As provided by law, proponents and opponents of each question prepared and wrote 150-word arguments and these arguments reflect their opinions, and not the opinions of the Town of Brookline. The Town of Brookline does not endorse these arguments, nor does the Town certify the truth or accuracy of any statement made in these arguments.

Listed with each question is the identity of the advocates, and any relevant organizations, who wrote each argument. Any written comments by others, and earlier drafts about each argument, are on file in the Office of the Town Clerk and will be available to the voters at all polling places.

For information about Early Voting, Voting by Mail, Registering to Vote, and other election-related information, please visit:

brooklinema.gov/townclerk

Questions 1 through 3 are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass.

Question 1.

Shall the Town of Brookline be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to pay costs of constructing a new PreK-8 School which includes renovations/addition to the existing historic Pierce School and other site improvements including reconstruction and repair of the Town Hall and Pierce School garages which are beneath the new school and the Town Park across School Street, including the payment of all costs related to designing the new school project, equipping and furnishing the school, site improvements, and all other costs incidental and related thereto?

to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

Proposition 2 ½ allows a Town to raise funds for the payment of certain capital projects and for the payment of associated debt service costs. This process is called a "debt exclusion", which is a temporary tax levy increase until the Town pays off the bonds. Question 1 is a debt exclusion question.

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town

8.A.

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 2 of 6

If passed, this ballot question would fund the renovation of the John Pierce School in the Brookline Village neighborhood.

The proposed renovation includes:

- (i) a full demolition of the Pierce School Building facing School Street, which was added in 1973, and construction of a new building in its place;
- (ii) renovations and additions to the historic Pierce School Building facing Pierce Street, which dates to 1855;
- (iii) reconstruction and repair of the park across School Street; and
- (iv) other site improvements including the reconstruction and repair of the Town Hall and Pierce School garages underneath the 1973 Pierce School Building.

When complete, the new Pierce School will have the capacity to educate approximately 725 K-8 students in a four-section, fully Americans with Disability Act-compliant building. The new Pierce School will also contain three classrooms for preschoolers in the Brookline Early Education Program, known as BEEP.

A “yes” vote on this question would allow a temporary property tax increase to pay for the bonds necessary for the Pierce School Building capital project.

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Proponent: Jeff Rudolph, Campaign Manager
Lisa Sears, Treasurer
State Representative Tommy Vitolo, Campaign Co-Chair
School Committee Member Andy Liu, Campaign Co-Chair
Select Board Member Mike Sandman, Campaign Co-Chair
Yes for Brookline
29 Greenough Street
Brookline, Massachusetts 02445

Brookline desperately needs a new Pierce School. Please vote YES to build it.

The Pierce School in Brookline Village houses 700+ K-8 students in a building designed for ~550. Twelve classes (~250 kids) and the library must function daily in one multi-story open space—a difficult learning environment for easily distracted students. Kids with hearing or other physical limitations cannot fully participate—they must be reassigned to other schools. Voting YES approves a 21st Century, fossil-fuel-free, safe, accessible, and appropriately-sized school.

With Massachusetts contributing up to \$38 million, the school will cost Brookline ~\$172 million—similar in cost to recent, comparable projects elsewhere. There is no realistic, less expensive alternative. Voting no will forfeit state funding and incur additional cost inflation. A renovation to code would cost nearly as much money and leave many problems unsolved.

See for yourself—take a tour. Sign-ups, and much more information, available at: <https://yesforbrookline.com/>



Opponent: Spend Smart Brookline
Post Office Box 470664
Brookline, Massachusetts 02447

- Pierce needs improvements, but **\$212M for one school** is outlandish - Most expensive elementary school in MA history.
- Plan is too large, too elaborate – result of flawed process, **no budget**. We need accountability.
- Lost state matching funds because too many “extras.”
- **Enrollment** has dropped – \$122 million Driscoll will open one-third empty.

- **Options** to renovate or modestly rebuild – saving tens of millions – were **cast aside**. That's **poor planning**.
- Property **taxes and fees rose 36%** in the past five years.
- Immediate **5% tax increase** – Pierce contributes to **additional 23%** in next five years.
- Increase lasts **25 years, \$314 million** with interest.
- Town is over **half billion** dollars in **debt**.
- Revision can cost less – **No other town** is building as expensively and putting as high a **tax burden** on residents for **one elementary / middle school**.
- **Demolition** of massive concrete structure has major **climate impacts** – **Greenest approach** is re-use, not new construction.
- <https://www.SpendSmartBrookline.org/no1>



Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If both Questions 2A and 2B pass, the question with the highest dollar amount will prevail over the other.

Question 2A.

Shall the Town of Brookline be allowed to assess an additional \$11,983,367 in real estate and personal property taxes for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

By passing an "override," Proposition 2 ½ allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2A is an override question.

If passed, this question would increase property taxes by \$11,983,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained.

The municipal, or "Town", portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department's deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested.

Question 2A, and the following Question 2B, both request authorization to assess additional property taxes. Question 2A does not include all the requested increases in property taxes that Question 2B does.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A "yes" vote on this question allows a permanent \$11,983,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000).

A "no" vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Proponent: Jeff Rudolph, Campaign Manager
 Lisa Sears, Treasurer
 State Representative Tommy Vitolo, Campaign Co-Chair
 School Committee Member Andy Liu, Campaign Co-Chair
 Select Board Member Mike Sandman, Campaign Co-Chair
 Yes for Brookline
 29 Greenough Street
 Brookline, Massachusetts 02445

Massachusetts municipalities cannot raise real estate taxes more than 2-1/2% per year without a town-wide vote.

Brookline's expenses have risen by 4% a year or more. Every year it is more difficult to maintain roads, schools, and public safety services. Brookline is asking voters to raise taxes by \$11.98 million in three steps:

	Town	Schools
	(Million \$)	
2023-24	\$ 2.860	\$ 3.690
2024-25	\$ 1.120	\$ 1.710
2025-26	<u>\$ 1.015</u>	<u>\$ 1.580</u>
	\$ 4.995	\$ 6.980

Total by 2025-26:	\$ 11.98
% increase in taxes:	4.20%

The case for the override is simple: To maintain Town and School services and catch up on road and building repairs, we need more revenue.

Please vote for Question 2A even if you vote for Question 2B.

See where the money will go here:

<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>

See the impact on the property you live in here:

<https://apps.brooklinema.gov/assessors/odesearch.asp>



Opponent: A.K. Nandakumar and Roger Blood

Property taxes have increased 36% in just five years. They will jump another 23% in the next five years if Questions 1 and 2 pass (inclusive of other known debt). Brookline's outstanding debt is nearly \$1/2 billion. That's 60% more than what it was only five years ago.

The proposed \$12 million operating override -- by far the largest in Brookline's history -- raises annual taxes over 4%, compounded annually. Government by override is necessary only when there is no political will to close our growing operating deficit.

Voting No on Question 2A will tell our Town and School officials that fixing Brookline's structural budget deficit -- including controlling costs-- should be their highest priority. Residents deserve accountable leadership.

Brookline cannot be affordable when large overrides are scheduled every few years. To avoid facing yet another override 3-4 years down the road, we must say No to Question 2 now.



Question 2B.

Shall the Town of Brookline be allowed to assess an additional \$13,833,367 in real estate and personal property for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

By passing an "override," Proposition 2 ½ allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2B is an override question.

If passed, this question would increase property taxes by \$13,833,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained, and the \$13,833,367 override would provide \$1,850,000 in funding for a municipal composting collection service.

8.A.

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

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The municipal, or “Town”, portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department’s deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested. Finally, this question also includes \$1,850,000 in funding for a municipal composting collection service.

Question 2B, and the previous Question 2A, both request authorization to assess additional property taxes. Question 2B includes the increases in property taxes from Question 2A and more—funding for municipal composting.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A “yes” vote on this question allows a permanent \$13,833,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000).

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Proponent: Jeff Rudolph, Campaign Manager
Lisa Sears, Treasurer
State Representative Tommy Vitolo, Campaign Co-Chair
School Committee Member Andy Liu, Campaign Co-Chair
Select Board Member Mike Sandman, Campaign Co-Chair
Yes for Brookline
29 Greenough Street
Brookline, Massachusetts 02445

Voting “Yes” for Question 2B accepts the \$11.98 million requested in Question 2A, and adds funding for a new service, town-wide composting. Composting will reduce trash costs, reduce the rodent population, and help the environment. The additional cost for composting will add \$1.85 million, or 0.65% to our taxes.

Composting – add'l cost:	\$1.85M
% increase in taxes:	0.65%

According to the 2020 US census there are almost 27,000 households in Brookline. Based on the projection of the number that will participate, \$1.85 million will cover the Town’s costs.

When you vote for Question 2B, please also vote for Question 2A. That helps ensure that funds requested in 2A win approval.

Census data here; scroll down to see the number of households:
<https://censusreporter.org/profiles/16000US2509210-brookline-ma/>

See where the money will go:
<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>

See the tax impact where you live:
<https://apps.brooklinema.gov/assessors/odesearch.asp>

More info here:
<https://yesforbrookline.com/>



Opponent: Paul Hsieh, TMM pct. 4
115 Walnut Street
Brookline, MA 02445

Full disclosure: I am a strong supporter of townwide composting in Brookline.

I oppose Question 2B because this plan is not ready for prime time and is unlikely to achieve townwide composting.

Currently, 2000 Brookline households are paying \$120/year to compost with Black Earth. The green bin costs \$29.50.

Question 2B asks for \$1.85 million/year to **offer** composting with an extra undisclosed opt-in fee. In other communities, tax-funded opt-in composting without extra fees results in about 30% participation. 30% of 13,000 households with municipal service is 4000. Composting for 4000 households privately would cost \$480,000/year. Unless all 13,000 households opt in, 2B will create a tax surplus that will end up in the general fund.

No on 2B is **not** no on townwide composting. It is no to an unspecified tax surplus. If you want townwide composting, as I do, advocate for a more thoroughly town-vetted process.

Question 3.

Shall the Town of Brookline adopt the following changes to the Town's General Bylaws that would limit the number of Storefront Marijuana Retailer licenses to no more than four, consistent with Warrant Article 15 of the November 2022 Special Town Meeting?

TOWN COUNSEL SUMMARY:

If passed, this local ballot question would limit the number of storefront marijuana retailer licenses in the Town to four or less. The November 2022 Special Town Meeting passed this proposed bylaw as Warrant Article 15. State law requires that the Town of Brookline voters decide whether to adopt this bylaw change. G.L., c. 94G, § 3(e).

The license cap will stay unchanged for all other license types. These other license types include marijuana delivery operators, social consumption retailers, and marijuana couriers. The present license cap for each license type equals 20% of the number of liquor licenses for off-premises alcohol consumption that the Select Board has issued. Today, the cap is five.

A "yes" vote on this question would limit the number of storefront marijuana retailer licenses in the Town to four or less.

A "no" vote would make no changes to the number of storefront marijuana retailer licenses in the Town.

TEXT OF THE BYLAW:

Section 8.37.4 Caps on the Number Select Board Licenses for Marijuana Retailers

The Select Board shall not issue more Marijuana Establishment licenses in each of the following categories of Marijuana Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, §15, as rounded up to the nearest whole number in the event the number is a fraction: a) Marijuana Delivery Operators, b) Social Consumption Retailers, and c) Marijuana Couriers.

The Select Board shall not issue more than four Storefront Marijuana Retailer licenses.

Yes _____ No _____

Proponent: Susan Park, President
Parents for Yes on 3
Post Office Box 786
Brookline, Massachusetts 02446
www.yesonthree.org

Town Meeting recently approved a limit on cannabis storefronts to the existing four. State law requires a YES vote on Q3 to finish the process of

adopting this limit. Vote **Yes to Keep the Cannabis Cap**. Otherwise, 1-3 more stores are likely.

In Brookline, cannabis storefronts outnumber supermarkets and hardware stores. A YES vote allows different businesses to flourish while maintaining access to cannabis at four dispensaries.

Recent state law changes dramatically decreased the revenue towns collect from cannabis. Revenue from our existing shops will remain.

Brookline has 8 unused social equity licenses for warehouses and couriers. These could enable individuals from underrepresented communities to participate in the cannabis industry. Those 8 social equity licenses will remain available regardless of the Q3 outcome.

By **voting YES to confirm the bylaw**, we also help parents to navigate the footprint of the industry in Brookline, while ensuring continued access to cannabis.



Opponent: For Brookline PAX
Marty Rosenthal, Co-chair, TMM pct. 9, 62 Columbia Street, Brookline, Massachusetts
Neil Gordon, Co-chair, TMM pct. 1, 87 Ivy Street, Brookline, Massachusetts
Donelle O'Neal, Sr., Board Member, TMM pct. 4, 68 Village Way, Brookline, Massachusetts

Question 3 is the latest effort of persistent, vocal, well-intentioned (but we believe misguided) anti-cannabis activists to limit legal cannabis sales in Brookline. After Brookline voted 61-39% (a state ballot question) to legalize cannabis, Town Meeting consistently voted against unreasonable restrictions. Question 3 proponents argue that Town Meeting voted to restrict licenses, but many Town Meeting Members thought only that voters should decide this. Brookline has granted four of its five authorized licenses, and with a new Cannabis Equity Policy will likely reserve the other for Social Equity applicants, partially mitigating adverse, racially tinged impacts on populations disproportionately harmed by neo-Prohibition, from 1936's *Reefer Madness* through Nixon's *War on Drugs*, and beyond. Limiting licenses won't reduce cannabis consumption, including by teens for whom it is risky. It would foreclose a Social Equity license, and shift some purchases to non-Brookline dispensaries, reducing much-needed Town tax revenue. Please Vote NO on Question 3.

Special Outdoor Seating

Applicant: Punch Bowl and Hamilton
License Type: Special Outdoor Seating

Application Details:

Question of approving the application of a Special Outdoor Seating for JJ Restaurant Group DBA Punch Bowl at 700 Brookline Ave. Seating will consist of 12 tables and 50 seats.

Question of approving the application of a Special Outdoor Seating for Brookline Dining Group DBA Hamilton at 1366 Beacon Street. Seating will consist of 33 tables and 156 seats.



**TOWN OF BROOKLINE
DEPARTMENT OF PUBLIC HEALTH**

11 Pierce Street, Brookline, Massachusetts, 02445
Telephone: (617) 730-2300 Facsimile: (617) 730-2296
Website: www.brooklinema.gov

Sigalle Reiss, MPH, REHS/RS
*Commissioner of Public Health
& Human Services*

**BROOKLINE DEPARTMENT OF PUBLIC HEALTH
M E M O R A N D U M**

To: *Charles Carey, Town Administrator*
For the Select Board

From: Sigalle Reiss
Commissioner of Public Health & Human Services

Date: April 5, 2023

Re: Punch Bowl
700 Brookline ave, Brookline, MA 02445
Outdoor Seating License

Please be advised that this Department has reviewed the plans for the above establishment. Based on this review, the Health Department has no objection to the issuance of an outdoor seating license.

This recommendation is under the following conditions:

- The establishment must submit an online outdoor seating application for review and approval by the Health Department.
- Provide a sanitation plan, which include a routine cleaning and sanitizing of equipment and seating areas.
- The establishment must provide a pest control plan, including the name of the pest control contractor, and frequency of treatment.
- Provide the name of the company and frequency of trash/recycling pick-up.
- Provide plan for tobacco control compliance.



**TOWN OF BROOKLINE
DEPARTMENT OF PUBLIC HEALTH**

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Sigalle Reiss, MPH, REHS/RS
*Commissioner of Public Health
& Human Services*

**BROOKLINE DEPARTMENT OF PUBLIC HEALTH
M E M O R A N D U M**

To: *Charles Carey, Town Administrator*
For the Select Board

From: Sigalle Reiss
Commissioner of Public Health & Human Services

Date: April 5, 2023

Re: The Hamilton Restaurant
1366 Beacon St, Brookline, MA 02445
Outdoor Seating License

Please be advised that this Department has reviewed the plans for the above establishment. Based on this review, the Health Department has no objection to the issuance of an outdoor seating license.

This recommendation is under the following condition:

- The establishment must submit a weekly pest control report to the Health Department prior to the issuance of an outdoor seating license.

Tiffany Souza

From: Dan Bennett
Sent: Thursday, April 6, 2023 1:56 PM
To: Tiffany Souza
Subject: RE: Special Outdoor seating renewal - Punch Bowl and Hamilton's

The Building Department has no issues or concerns regarding the outdoor dining renewal for Punch Bowl at 700 Brookline Ave.

The Building Department has not received the Electrical Permit application requested for the installation of proper code compliant outdoor lighting for Hamilton's at 1366 Beacon St.

Daniel F. Bennett
 Building Commissioner
 Town of Brookline
 333 Washington Street
 Brookline, MA 02445
 (617) 730-2100
dbennett@brooklinema.gov
www.brooklinema.gov

From: Tiffany Souza <tsouza@brooklinema.gov>
Sent: Wednesday, April 5, 2023 8:46 AM
To: Dan Bennett <dbennett@brooklinema.gov>; Daniel Martin <dmartin@brooklinema.gov>; Todd Cantor <tcantor@brooklinema.gov>; Roland Lankah <rlankah@brooklinema.gov>
Subject: RE: Special Outdoor seating - Request for report

This is a reminder that I need a memo. If they have not complied can you mention what you are still waiting on in the memo.

From: Tiffany Souza
Sent: Monday, March 27, 2023 4:05 PM
To: Dan Bennett <dbennett@brooklinema.gov>; Daniel Martin <dmartin@brooklinema.gov>; Todd Cantor <tcantor@brooklinema.gov>; Roland Lankah <rlankah@brooklinema.gov>
Subject: Special Outdoor seating - Request for report

Hamilton and Punch Bowl are attending a hearing for their outdoor seating. I will need a memo letting me know they have complied with what you require of them.

Tiffany Souza (she/her)
 Licensing Specialist



Town of Brookline | Select Board's Office
 333 Washington Street, 6th FL
 Brookline, MA 02445-6853
 ☎: (617) 730-2203 | 📠: (617) 730-2054



OFFICE OF SELECT BOARD
333 WASHINGTON STREET
BROOKLINE, MA 02445
(617) 730-2200

COMMON VICTUALLER OUTDOOR SEATING LICENSE APPLICATION
(For seating effective April 1, 2022)

DATE: 03/16/2023

ADDRESS OF LICENSED PREMISES: 700 Brookline Ave

APPLICANT: JJ Restaurant Group DBA

INDIVIDUAL/PARTNERSHIP/CORPORATION

D/B/A: Punch Bowl Brookline

TYPE OF LIQUOR LICENSE: ☒ All Kinds ☐ Beer and Wine ☐ None

LIQUOR LICENSEES: PLEASE ATTACH PROOF THAT THE LICENSEE'S LIQUOR LIABILITY INSURANCE POLICY REQUIRED BY MASSACHUSETTS GENERAL LAWS c. 138, s. 12 AND SECTION B(6) OF THE TOWN'S LIQUOR REGULATIONS COVERS THE PROPOSED OUTDOOR SEATING AREA, AND THAT THE TOWN IS LISTED AS AN ADDITIONAL INSURED.

ARE YOU SEEKING AN ENTERTAINMENT LICENSE FOR THE OUTDOOR SEATING AREA?

☐ NO ☒ YES live and recorded music TYPE OF ENTERTAINMENT

TYPE OF COMMON VICTUALLER OUTDOOR SEATING LICENSE:

☐ Annual ☒ Seasonal [April 1 – November 15]

(Note: Restaurants seeking an annual Outdoor Seating License must comply with applicable plumbing code pertaining to the number of outdoor seats. Please contact the Building Department with questions.)

DAYS AND HOURS OF OUTDOOR TABLE SERVICE:

Page 1 of 4
Outdoor Dining Program License Application
Town of Brookline, MA

DAYS: Monday - Thursday HOURS: 6am-10 pmDAYS: Fri/Sat HOURS: 6am-11 pmDAYS: Sunday 6 am-10 pm HOURS: _____NUMBER OF OUTDOOR TABLES AND SEATS: 12/50NUMBER OF INDOOR SEATS DURING MONTHS OF OUTDOOR SERVICE: 40

LOCATION OF OUTDOOR TABLES AND SEATS: _____

River Road

PROPOSED OUTDOOR SEATING MUST COMPLY WITH CONDITIONS OF ALL APPLICABLE TOWN AND STATE LICENSES AND WITH ALL STATE AND LOCAL REQUIREMENTS, INCLUDING, BUT NOT LIMITED TO: THE TOWN OF BROOKLINE'S OUTDOOR DINING REGULATIONS AND GUIDELINES, THE TOWN OF BROOKLINE'S PREPARED FOOD SALES REGULATIONS, THE TOWN OF BROOKLINE'S SALES OF ALCOHOLIC BEVERAGES REGULATIONS AND THE ABCC'S PATIO GUIDELINES, IF THERE WILL BE ALCOHOL SALES; THE TOWN'S NOISE BY-LAW; AND THE LAWS GOVERNING ACCESS BY PEOPLE WITH DISABILITIES.

The applicant may be fined or be subject to disciplinary action for any violations occurring on the premises. The applicant must obtain and maintain any and all other permits, licenses, authorizations, etc. applicable to the outdoor seating area.

- 1) **What type of outdoor dining configuration are you proposing?** (See outdoor seating configurations section of the Town of Brookline's Outdoor Dining Program Regulations and Guidelines effective April 1, 2022 for reference.)

- ☐ **Façade Seating:** Outdoor seating located on the sidewalk immediately adjacent to a building
- ☐ **Curbside Seating:** Outdoor seating located on the sidewalk along the curb
- ☐ **On-Street Seating:** Outdoor seating located in parking spaces in front of a restaurant storefront.
- ☐ **Combination Façade & Roadway Seating**
- ☐ **Combination Curbside & Roadway Seating**
- ☒ **Other Type of Outdoor Seating Area:** Outdoor seating located on public property that does not fall within any of the previously listed categories (i.e. special outdoor seating cases).

- 2) **Are the outdoor seating areas proposed in this application currently included in your Common**

Victuallers and/or liquor license? (NOTE: A liquor license must cover outdoor seating areas if alcohol is served there. This may require a State Alcoholic Beverages Control Commission (ABCC) Alteration of the Premises Application and both Town and State approvals if not already obtained. Contact the Licensing Clerk's office with questions about this requirement.)

☐

Yes

☒

No

Explanation: _____

- 3) **Please check any of the outdoor seating elements proposed for your outdoor seating area [Selected elements should be clearly noted on your *Outdoor Seating Area Diagram*, as well.]:**

☒

Propane heater (*Fire Department approval required*)

☒

Outdoor lighting elements (e.g. string lights)

☐

Electric heater (*May require electrical permit through the Building Department*)

☒

Planters

☐

Tent, canopy, or awning (Less than 120 sq.ft.)

☒

Umbrellas

☐

Tent, canopy, or awning (Greater than 120 sq.ft.) (*Building Department approval required*)

☒

Semi-permanent outdoor seating structure or protective barriers (*DPW and possibly Building Department approval required*)

☐

Other – Please specify:

- 4) **Please provide a detailed description/narrative of your outdoor seating area. This description should directly reference and supplement any information included in your *Outdoor Seating Area Diagram* (submitted as a separate attachment).**

PLEASE SEE ATTACHMENT

5) **Application Attachments Checklist:**

▪ **REQUIRED FOR ALL APPLICANTS:**

- **Outdoor Seating Area Diagram** [*See Outdoor Seating Area Diagram Instructions posted on Outdoor Customer Areas page.*]
- **License Agreement:** A legal document confirming the terms of the Revocable License Agreement between the Town of Brookline and the Outdoor Seating Licensee.

9.A.

- **Certificate of Liability Insurance:** Restaurants with outdoor seating on public property must provide certificate of liability insurance naming the Town of Brookline as an additionally insured party in the amount of \$500,000/\$1 million providing coverage during the license period.
- **Health and Sanitation Plan:** All applicants must submit a detailed trash management and pest control management plan for restaurant establishments and outdoor seating areas for Health Department review and approval.

▪ **REQUIRED AS APPLICABLE:**

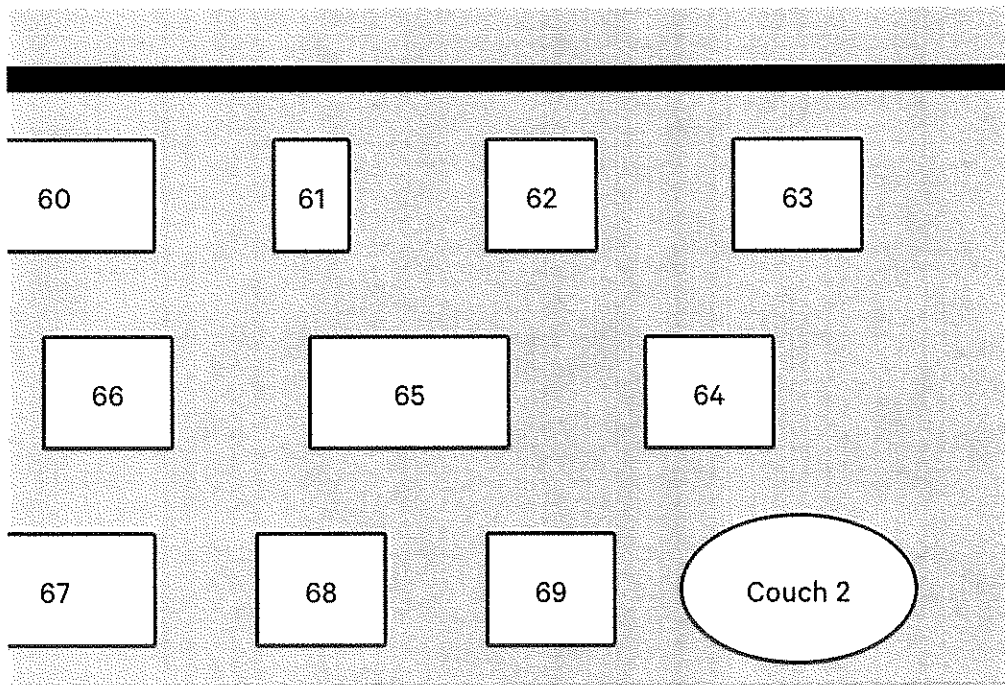
- **Certificate of Liquor Liability Insurance:** For liquor license holders, a certificate of liquor liability insurance in the amount required by Mass. Gen. Laws Ch. 138, s. 12 and Section B(7) of the Town's Sales of Alcoholic Beverages Regulations listing the Town as an additional insured, demonstrating coverage of the extended outdoor premises during the license period.
- **Proof of consent by third parties:** Restaurants with proposed outdoor seating on the private property of third parties must submit proof of consent by the third party to for such use, such as a lease or other agreement.
- **Fire Department** permit for any proposed propane heating lamps.
- **Building Department** permit for any tents exceeding 120 sq. ft., on-street structures with roofs, etc.

The applicant absolves the Town and its officials, officers, employees, agents and representatives (collectively, the "Town") from all liability in connection with the applicant's Town-permitted and licensed outdoor dining and the applicant's exercise and use of it. To the greatest extent permitted by law, the applicant agrees to defend, indemnify and hold harmless the Town of and from any and all claims, liabilities and actions for damages or other relief, whether sounding in contract, tort, or otherwise, on account of or in any way arising out of and/or relating to outdoor dining, including, but not limited to, incidents involving the Town's negligence. The duty to defend shall immediately accrue and be owing upon the utterance of such a claim by any person or entity regardless of merit and shall not be dependent upon a finding of negligence or any other finding of fact at trial. The duty to defend shall be absolute and will include and shall not be defeated or in any way undermined by the utterance of claims not covered by this agreement.

APPLICANT SIGNATURE: Jennifer Ziskin TITLE: President/Manager
NAME (PRINT): Jennifer Ziskin 24-HOUR PHONE (CELL): 617-416-5184
EMAIL ADDRESS: jen@jjrestaurantgroup.com

9.A.

We propose to be able to continue to offer a safer option of outdoor seating on River Road for Punch Bowl Restaurant. We have created an outside oasis with tan tables and black patio chairs, garden boxes with fresh herbs and a trellis to create a more intimate atmosphere. We have yellow umbrellas that enhance the outside space for the community. In addition, there is a bike fixing station, a water bottle station and public seating for the Brookline community. The outdoor space offers a safe environment for dining and events for the community and our patrons. In addition, the attached plan provides a detail sheet of the furniture we propose to continue to offer.



Caption



OFFICE OF SELECT BOARD
333 WASHINGTON STREET
BROOKLINE, MA 02445
(617) 730-2200

COMMON VICTUALLER OUTDOOR SEATING LICENSE APPLICATION
(For seating effective April 1, 2022)

DATE: 08/15/2022

ADDRESS OF LICENSED PREMISES: 1366 Beacon st, Brookline

APPLICANT: Brookline Dining Group LLC

INDIVIDUAL/PARTNERSHIP/CORPORATION

D/B/A: Hamilton

TYPE OF LIQUOR LICENSE: ☒ All Kinds ☐ Beer and Wine ☐ None

LIQUOR LICENSEES: PLEASE ATTACH PROOF THAT THE LICENSEE'S LIQUOR LIABILITY INSURANCE POLICY REQUIRED BY MASSACHUSETTS GENERAL LAWS c. 138, s. 12 AND SECTION B(6) OF THE TOWN'S LIQUOR REGULATIONS COVERS THE PROPOSED OUTDOOR SEATING AREA, AND THAT THE TOWN IS LISTED AS AN ADDITIONAL INSURED.

ARE YOU SEEKING AN ENTERTAINMENT LICENSE FOR THE OUTDOOR SEATING AREA?

☐ NO ☒ YES Full TYPE OF ENTERTAINMENT

TYPE OF COMMON VICTUALLER OUTDOOR SEATING LICENSE:

☒ Annual ☐ Seasonal (April 1 – November 15)

(Note: Restaurants seeking an annual Outdoor Seating License must comply with applicable plumbing code pertaining to the number of outdoor seats. Please contact the Building Department with questions.)

DAYS AND HOURS OF OUTDOOR TABLE SERVICE:

Page 1 of 4
Outdoor Dining Program License Application
Town of Brookline, MA

9.A.

DAYS: Mon, Tues HOURS: 4pm to 10pm

DAYS: Wed, Thurs & Fri HOURS: 11am to 10pm

DAYS: Sat & Sun HOURS: 10am to 10pm

NUMBER OF OUTDOOR TABLES AND SEATS: 33 Tables & 156 Seats

NUMBER OF INDOOR SEATS DURING MONTHS OF OUTDOOR SERVICE: 150

LOCATION OF OUTDOOR TABLES AND SEATS: _____

Beacon st (front seating) Centre st (back seating)

PROPOSED OUTDOOR SEATING MUST COMPLY WITH CONDITIONS OF ALL APPLICABLE TOWN AND STATE LICENSES AND WITH ALL STATE AND LOCAL REQUIREMENTS, INCLUDING, BUT NOT LIMITED TO: THE TOWN OF BROOKLINE'S OUTDOOR DINING REGULATIONS AND GUIDELINES, THE TOWN OF BROOKLINE'S PREPARED FOOD SALES REGULATIONS, THE TOWN OF BROOKLINE'S SALES OF ALCOHOLIC BEVERAGES REGULATIONS AND THE ABCC'S PATIO GUIDELINES, IF THERE WILL BE ALCOHOL SALES; THE TOWN'S NOISE BY-LAW; AND THE LAWS GOVERNING ACCESS BY PEOPLE WITH DISABILITIES.

The applicant may be fined or be subject to disciplinary action for any violations occurring on the premises. The applicant must obtain and maintain any and all other permits, licenses, authorizations, etc. applicable to the outdoor seating area.

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- ☐ Combination Façade & Roadway Seating
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- ☐ Other Type of Outdoor Seating Area: Outdoor seating located on public property that does not fall within any of the previously listed categories (i.e. special outdoor seating cases).

- 2) Are the outdoor seating areas proposed in this application currently included in your Common

Page 2 of 4
Outdoor Dining Program License Application
Town of Brookline, MA

Victuallers and/or liquor license? (NOTE: A liquor license must cover outdoor seating areas if alcohol is served there. This may require a State Alcoholic Beverages Control Commission (ABCC) Alteration of the Premises Application and both Town and State approvals if not already obtained. Contact the Licensing Clerk's office with questions about this requirement.)



Yes



No

Explanation: _____

- 3) Please check any of the outdoor seating elements proposed for your outdoor seating area [Selected elements should be clearly noted on your Outdoor Seating Area Diagram, as well.]:



Propane heater (Fire Department approval required)



Outdoor lighting elements (e.g. string lights)



Electric heater (May require electrical permit through the Building Department)



Planters



Tent, canopy, or awning (Less than 120 sq.ft.)



Umbrellas



Tent, canopy, or awning (Greater than 120 sq.ft.) (Building Department approval required)



Semi-permanent outdoor seating structure or protective barriers (DPW and possibly Building Department approval required)



Other – Please specify: _____

- 4) Please provide a detailed description/narrative of your outdoor seating area. This description should directly reference and supplement any information included in your Outdoor Seating Area Diagram (submitted as a separate attachment).

- 5) Application Attachments Checklist:

▪ **REQUIRED FOR ALL APPLICANTS:**

- Outdoor Seating Area Diagram [See Outdoor Seating Area Diagram Instructions posted on Outdoor Customer Areas page.]
- License Agreement: A legal document confirming the terms of the Revocable License Agreement between the Town of Brookline and the Outdoor Seating Licensee.

9.A.

- **Certificate of Liability Insurance:** Restaurants with outdoor seating on public property must provide certificate of liability insurance naming the Town of Brookline as an additionally insured party in the amount of \$500,000/\$1 million providing coverage during the license period.
- **Health and Sanitation Plan:** All applicants must submit a detailed trash management and pest control management plan for restaurant establishments and outdoor seating areas for Health Department review and approval.

▪ **REQUIRED AS APPLICABLE:**

- **Certificate of Liquor Liability Insurance:** For liquor license holders, a certificate of liquor liability insurance in the amount required by Mass. Gen. Laws Ch. 138, s. 12 and Section B(7) of the Town's Sales of Alcoholic Beverages Regulations listing the Town as an additional insured, demonstrating coverage of the extended outdoor premises during the license period.
- **Proof of consent by third parties:** Restaurants with proposed outdoor seating on the private property of third parties must submit proof of consent by the third party to for such use, such as a lease or other agreement.
- **Fire Department** permit for any proposed propane heating lamps.
- **Building Department** permit for any tents exceeding 120 sq. ft., on-street structures with roofs, etc.

The applicant absolves the Town and its officials, officers, employees, agents and representatives (collectively, the "Town") from all liability in connection with the applicant's Town-permitted and licensed outdoor dining and the applicant's exercise and use of it. To the greatest extent permitted by law, the applicant agrees to defend, indemnify and hold harmless the Town of and from any and all claims, liabilities and actions for damages or other relief, whether sounding in contract, tort, or otherwise, on account of or in any way arising out of and/or relating to outdoor dining, including, but not limited to, incidents involving the Town's negligence. The duty to defend shall immediately accrue and be owing upon the utterance of such a claim by any person or entity regardless of merit and shall not be dependent upon a finding of negligence or any other finding of fact at trial. The duty to defend shall be absolute and will include and shall not be defeated or in any way undermined by the utterance of claims not covered by this agreement.

APPLICANT SIGNATURE: _____

TITLE: _____

NAME (PRINT): _____

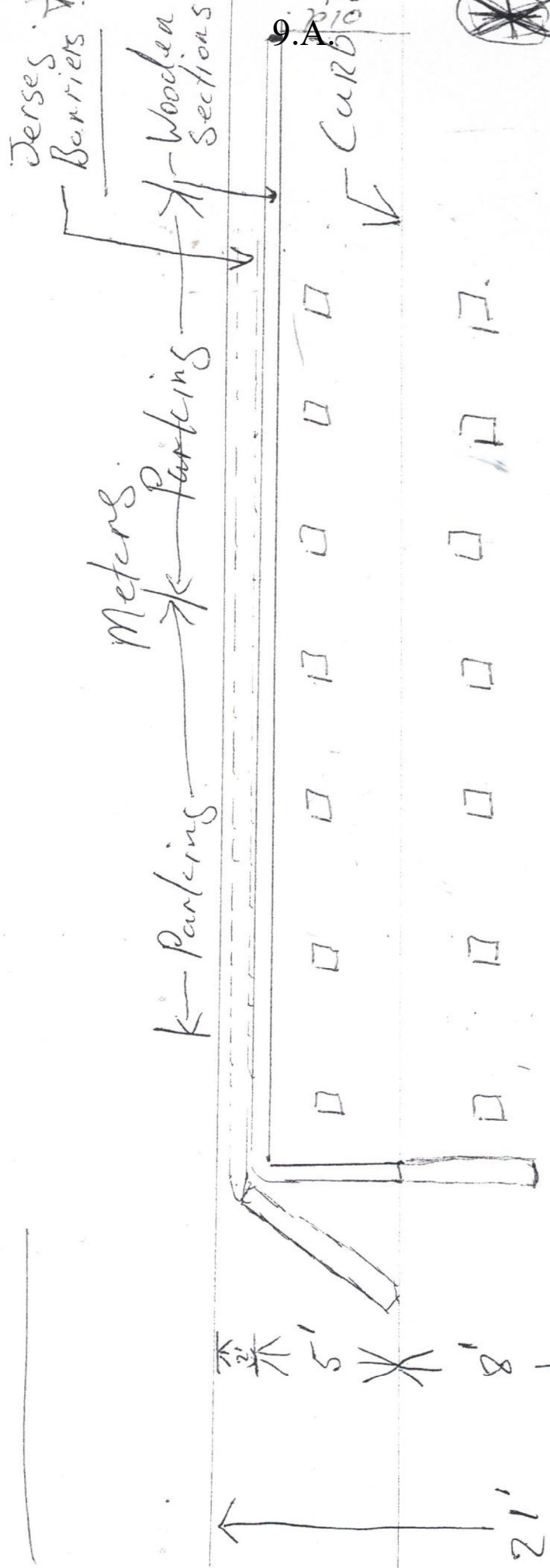
24-HOUR PHONE (CELL): _____

EMAIL ADDRESS: _____

Beacon St.

14 tables

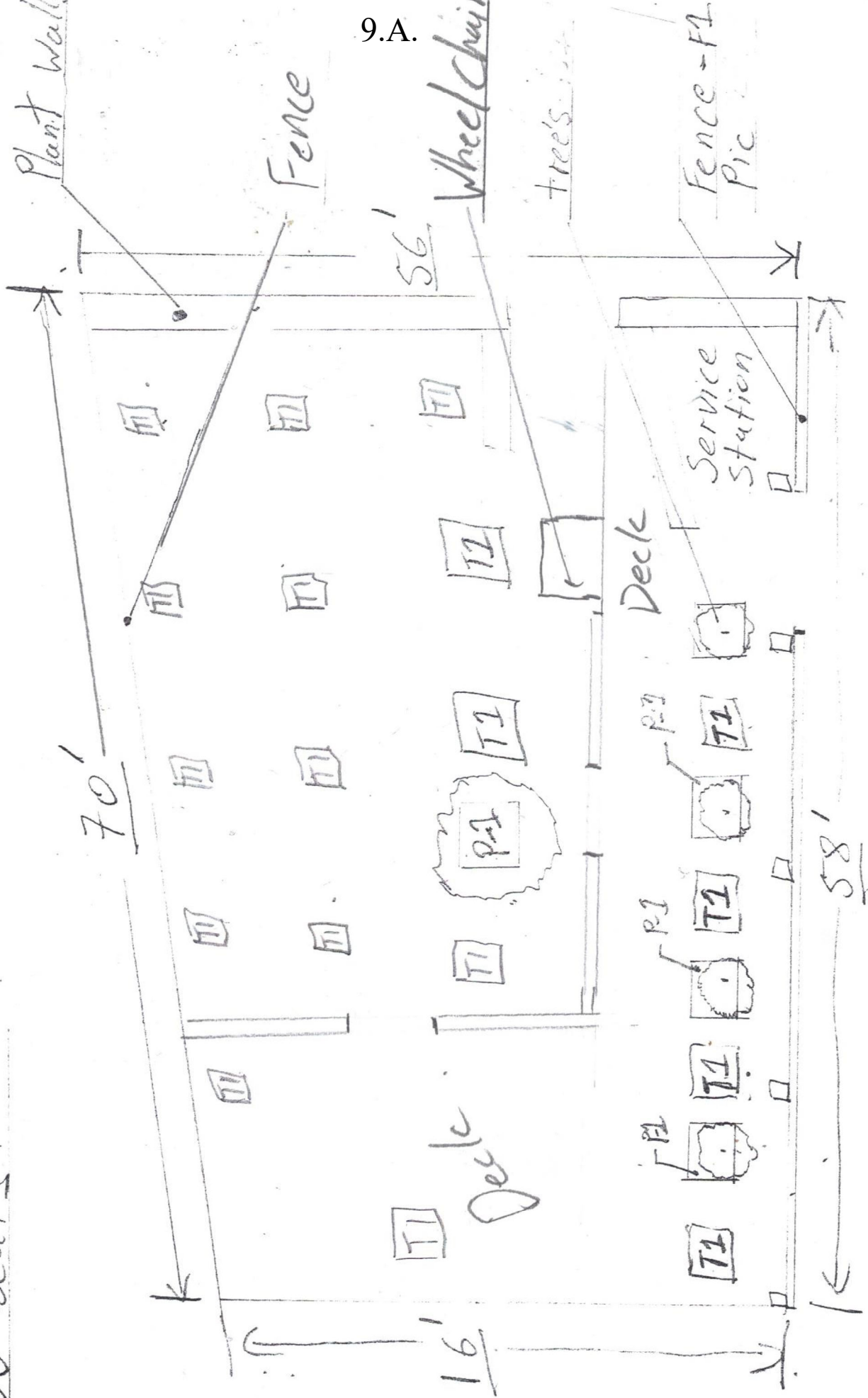
56 seats



Front

9.A.

18 tables
100 seats



Hamilton Buck Count ward

DICR

Town of Brookline FY24 Program Budget**Human Services I Office of Diversity, Inclusion and Community Relations****Program Description**

The Office of Diversity, Inclusion and Community Relations conducts a variety of activities and programs aimed at promoting Brookline as a community that is mindful and respectful of all people. The mission of the Office and the goal of the Town are to have a community characterized by the values of inclusion. The Office is instrumental in assisting the Town to create and to maintain a diverse workforce and to provide support and consultation to employees and others who are subjected to discriminatory behavior. The Office supports community projects that promote multi-cultural awareness, decrease health disparities, and foster better relationships between Brookline's diverse populations. The Office works in conjunction with Town Departments and Non-profit Organizations to develop programs for disadvantaged groups and to increase the quality of life for all Brookline residents.

The Office provides professional and administrative support to the following Town Commissions and ad hoc Committees:

- Brookline Commission for the Disabled
- Brookline Commission for Women
- Brookline Commission for Diversity, Inclusion, and Community Relations
- Dr. Martin Luther King Jr. Celebration Committee
- Age Friendly Cities Committee
- Indigenous People's Day Committee
- Hidden Brookline
- Women Thriving Inc.
- Domestic Violence Roundtable

The Director serves as the Town's Chief Diversity Officer. The Office provides assistance in applying for health insurance and other entitlement programs and advocates for those who may face discrimination, unfair housing practices, stereotyping and social injustice.

FY2024 Objectives

1. To continue assessing and encouraging civic participation in the Brookline Community with increased focus on marginalized groups.
2. To collaborate with the Martin Luther King, Jr. Day Celebration Committee to create and commence event(s) to honor past and current civil rights efforts.
3. To collaborate with local agencies to create and commence the Annual Youth Awards event.

4. To assist the Commission for Diversity, Inclusion and Community Relations restore its Employment, Community Engagement, and Fair Housing Subcommittees.
5. Increase Office community outreach and programing regarding the LGBTQ community.
6. To revise Town EEO Policy.
7. To continue to evaluate and advise on Town strategies designed to promote diversity in its workforce and Town boards/commissions.
8. To collaborate with Town agencies/organizations to increase voter participation with emphasis on the young adult and low-income populations.
9. To collaborate with Town agencies, departments, and community entities to create and promote cultural events within the Town.
10. To complete the development of a Language Access Plan and implement plan once it is completed.
11. To enhance and monitor the Town's community engagement plan.
12. To continue collaboration with the Small Business Development Committee and Community Planning and Development Department on initiatives to support women and minority-owned businesses.
13. To address ADA action plan items.
14. To assist Town to implement racial equity strategies.
15. To coordinate with HR to implement a Worker Satisfaction Survey.
16. To create procedures and documentation for the Town's Complaint Process once it is enacted.
17. Create a Town Diversity and Inclusion Report to be completed by January 2024.

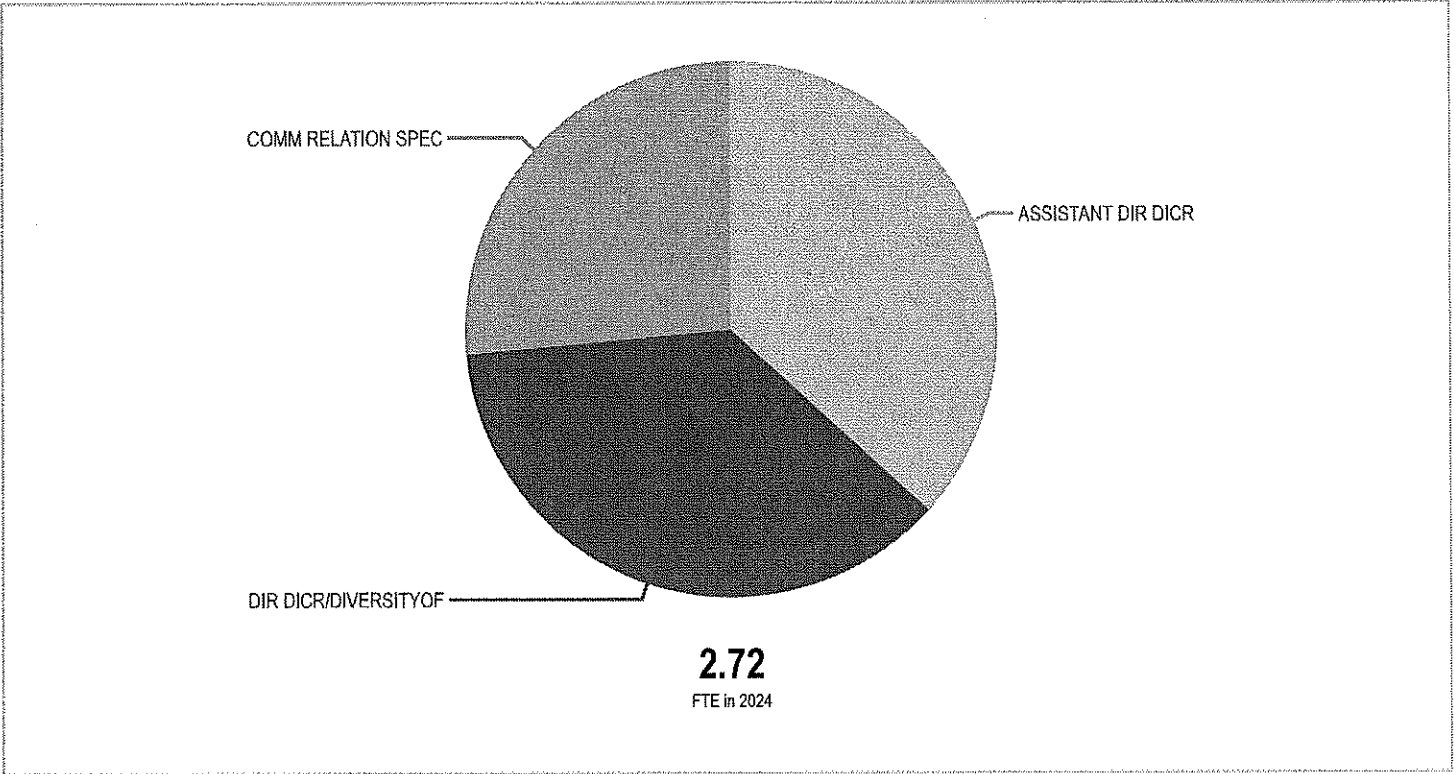
FY2023 Accomplishments

1. Collaborated with the Martin Luther King, Jr. Day Celebration Committee.
2. Collaborate with local agencies to create and commence the Annual Youth Awards event.
3. Partnered with community members to commence the Town's annual Juneteenth Event.
4. Published the Diversity and Inclusion Business Directory.
5. Continued to provide professional and administrative support to the Diversity, Inclusion, and Community Relations Commission, the Women's Commission, the Commission for Disabilities, Indigenous People's Day Committee, and Hidden Brookline.
6. Collaborated with the Indigenous People's Day Committee to commence the Indigenous People's Day Event.
7. Collaborated with Town agencies and departments to further Age-Friendly City initiatives.
8. Collaborating with the Public Schools of Brookline, Department of Public Works, painted sidewalks in celebration of PRIDE month.
9. Consulted with Town Departments to assist in the development of their Community Engagement Goals.
10. Worked with the Procurement Office on developing ways to assess and enhance supply diversity.
11. Collaborated with various Town Departments, such as IT and DPW, to address and implement accessibility strategies to the Town website, facilities, sidewalks, and open spaces.
12. Provided consultation to Brookline's recreational marijuana establishments regarding their Diversity and Inclusion plans.
13. Collaborated with the Health Department, Senior Center and Community Agencies to provide a coupon program for use at the Farmer's Market for low-income families.
14. Consulted with the Brookline Community Fund and community members regarding REAF grants.
15. Worked with Brookline Arts, the Teen Center and Steps to Success, to commence programing for teens.
16. Partnered with Brookline Asian American Family Network for the Annual Lunar New Year Celebration and the Essay Contest.
17. Continued monitoring demographic changes in the Town's elected and appointed bodies.

DICR Detailed

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES			
PERMANENT FULL TIME	\$305,802	\$336,920	\$277,348
OVERTIME PAY	\$30	\$0	\$0
PART TIME TEMPORARY SAL	\$0	\$3,000	\$3,000
LONGEVITY PAY	\$900	\$900	\$900
VACATION BUYOUT	\$4,346	\$0	\$0
A DAY BUYOUT	\$3,945	\$0	\$0
OFFSET	\$0	-\$18,922	-\$19,259
SALARIES TOTAL	\$315,023	\$321,898	\$261,989
SERVICES			
PROFESSIONAL/TECH SERVICE	\$14,541	\$30,000	\$30,000
WIRELESS COMMUNICATIONS	\$1,092	\$0	\$0
SERVICES TOTAL	\$15,633	\$30,000	\$30,000
SUPPLIES			
OFFICE SUPPLIES	\$0	\$1,000	\$1,000
SPECIAL PROGRAM SUPPLIES	\$1,377	\$12,000	\$7,000
MEALS & RECEPTIONS	\$1,410	\$0	\$0
SUPPLIES TOTAL	\$2,787	\$13,000	\$8,000
OTHER			
EDUCATION/TRAINING/CONFERENCES	\$1,450	\$3,000	\$3,000
OTHER TOTAL	\$1,450	\$3,000	\$3,000
BUDGETED CAPITAL			
LEASED COMPUTER EQUIPMENT	\$734	\$875	\$875
BUDGETED CAPITAL TOTAL	\$734	\$875	\$875
TOTAL	\$335,627	\$368,773	\$303,864

FY24 FTE Salary



DICR

	FY24 Salary	FY24 FTE
DIR DICR/DIVERSITYOF	120,377.63	1.00
ASSISTANT DIR DICR	88,188.21	1.00
COMM RELATION SPEC	68,782.60	0.72
TOTAL	277,348.44	2.72

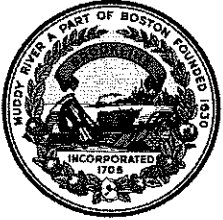
PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2021	ESTIMATE FY2022	ACTUAL FY2022	ESTIMATE FY2023	ESTIMATE FY2024
ADA Complaints	51	25	29	29	30
Affirmative Action Complaints	1	1	0	0	0
Discriminatory Conduct Complaints	3	7	2	10	10
Housing Complaints	1	5	2	3	5
Entitlement Benefits Assistance (Health Insurance/SNAP)	25	25	0	0	0
Human Services Information and Referral	113	120	87	120	125
Program Development- Consultations-Collaborations	20	25	19	30	30
Town Department Diversity and Inclusion Consultations	20	30	12	30	30
# of Fire Fund Referrals	0	0	0	0	0
Number of Ramp Program Requests	1	4	1	0	0

FIRE

Town of Brookline FY24 Program Budget

Public Safety | Fire

Program Description

The Fire Department's primary functions are to provide fire and emergency response services; to prevent the occurrence of fires (fire prevention); to protect lives and property should a fire occur (suppression); to provide emergency medical services; provide initial technical rescue capabilities including hazardous materials response; trench rescue; collapse rescue; high-angle rescue, swift and deep-water rescue; and community risk-reduction education. The department consistently meets or exceeds its mandate to deliver emergency services to the scene of a fire incident within four minutes (EMS 6 minutes); and to promote a climate of safety by decreasing or eliminating unreasonable threat from fire through comprehensive fire prevention programming. The Department is a core component of the Town's Public Safety System and is a critical component in the Emergency Medical Services (EMS) system, with all companies (five engines and two ladders) staffed by certified Emergency Medical Technicians (EMTs) serving as first responders. Advanced Life support and transport services are now provided by Coastal Ambulance Inc. following a merger with Fallon/Transformative. Contractually, Coastal maintains two Advanced Life Support (ALS) ambulances (24/7) and one Basic Life Support (BLS) ambulance during peak hours within town borders.

The Department is broken into the following five sub-programs:

1. The main function of the **Administration Sub-program** is to provide overall leadership, budgetary oversight and policy direction for the Department. The assigned staff includes the Chief, the Chief of Operations (which is a re-assigned Deputy Chief), an Executive Assistant, an IT Systems Analyst. Payroll accounts payable and receivable and budget analysis are supported by the Public Safety Business Office staff, (a shared resource with the Police Department).
2. The **Suppression Sub-program** responds to all 911 emergency calls for service; investigates and extinguishes fires should they occur; initiates emergency medical care when necessary, maintaining EMT-staffed fire companies; and performs other emergency technical rescue services requiring trained and properly equipped personnel; performs in-service inspections and pre-fire planning. To deliver these services, seven fire companies, manning five engines and two ladder trucks, each with minimum staffing of four firefighters, are housed in five fire stations. The assigned staff totals one hundred forty-five: six Deputy Chiefs, seven Captains, twenty-one Lieutenants, and one hundred eleven Firefighters.
3. The **Fire Prevention Sub-program** enforces all applicable fire-service related laws and ordinances; issues a myriad of fire permits; performs related inspectional services, investigates all fires and forwards appropriate reports to the State Fire Marshal; educates the public on fire prevention topics and techniques; manages in-service fire company inspections; handles fire safety-related citizen complaints; and approves building plans relating to fire protection. One Deputy Chief, one Captain and three Lieutenants staff this Division.
4. The **Equipment Maintenance Sub-program** repairs and maintains the Department's apparatus, support and staff vehicles and their related equipment, such as hoses, fittings, self-contained breathing apparatus, and emergency tools. The goal of the Division is to ensure that the Department's fleet of vehicles and emergency equipment is in working condition at all times. A Chief Mechanic and a Fire Apparatus Repairman staff this division.

5. The **Training Sub-program** promotes the uniformed personnel's development of required skills, knowledge, and abilities by providing continuous "hands on" training; instructs newly recruited firefighters in basic training modules not covered in the academy; coordinates State-level satellite training programs; and tests new firefighting equipment and techniques. Members of this unit also serve as Safety Officers at any fire related incident. It is staffed by one each, Deputy Chief, Captain and Lieutenant.
6. The **Emergency Management Sub-program** is a relatively new function under the Fire Department beginning in FY 2021. The EM Sub-program is responsible for coordination of all local emergency planning, preparedness, response, mitigation, and recovery from natural and man made catastrophic events. It centralizes the administration of the various emergency management functions of the Town such as, preparing and maintaining the Emergency Operations Plan, ensuring the functionality and staffing of the Emergency Operations Center, seeking and administering EM grants, coordination of the Town's Local Emergency Planning Committee (LEPC) as well as the Citizens Emergency Response Teams (CERT) and the much-heralded Emergency Preparedness (EP) Buddies program.

FY24 Objectives

1. To continue to work with Brookline Firefighters Association ~ Local 950 and town officials to develop effective and cost-efficient means of minimizing health and safety dangers to firefighters. The mission of having a healthy workforce responding to emergency calls benefits the community as a whole.
2. In cooperation with the Building Commission, to implement strategies for architectural design, project management, contractor bids and related actions regarding the station renovation projects for Station #4 & #1.
3. To advocate and support sustainable training in the areas of diversity, inclusion and racial equity.
4. To continue to help develop and advance the goals and objectives of the Town's Emergency Management Team.
5. To work collaboratively with our community and regional partners to leverage state and federal funds grants for firefighter training, safety and wellness.
6. To update departmental SOG's to insure relevancy and currency.
7. To initiate, promote and deliver professional development opportunities and training for the advancement of future department leadership.
8. To train/refresh the department membership in both proficiency and developmental firefighting practices.
9. To fully integrate the department's new Records Management System (RMS).
10. To provide continuing education classes for all current Emergency Medical Technicians.

FY23 Accomplishments

1. Continued collaboration with Local 950 IAFF as well as other regional, state and federal partners in the advancement of firefighter health and wellness awareness and practices.
2. Successfully sought and delivered long sought-after Diversity, Equity and Inclusion (DEI) training through ARPA funding.
3. Advanced a multi-million-dollar debt exclusion and subsequent Town Meeting debt exclusion vote for the renovation and replacement of fire stations.
4. Continued the process of firefighter Personal Protective Equipment (PPE) acquisition and replacement, advancing the department's related policies and training.
5. Reviewed department policies and resources regarding PFAS and PFOA in firefighting foam and PPE.
6. Continued to develop and enhance the Town's Emergency Management function and preparedness.
7. Successfully sought and was granted several strategically significant EM/FD grants.
8. Continued utilization of emergency ad-hoc Emergency Management Team to address local, state and global risks and hazards.
9. EM, Public Health, Fire, Police, Recreation, DPW, Schools, Veteran's Affairs, SB/TA office, Community Development & Planning.
10. Began the process of reviving the Town's Local Emergency Planning Committee (LEPC).
11. Continued to promote and encourage participation in the Town's public information and mass communication capabilities w/ TA office and Guilfoyle PR consulting a coordinated C-19 public information strategy.
12. Supported Public Health with continued COVID-19 vaccinations, fall flu-clinics and operations, logistics, volunteer coordination etc.

Standard Accomplishments

	FY22 Actual	2022 - 23 Budget	2024 Budget
TOTAL	\$18,134,442	\$16,881,657	\$16,848,102

Fire Rev

	FY22 Actual	2022 - 23 Budget	2024 Budget
REVENUES	\$390,260	\$320,000	\$320,000
REVENUES LESS EXPENSES	\$390,260	\$320,000	\$320,000

Fire Administration

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$771,780	\$721,755	\$726,217
SERVICES	\$135,007	\$168,426	\$168,426
SUPPLIES	\$191,461	\$126,952	\$121,952
OTHER	\$18,046	\$27,100	\$27,100
UTILITIES	\$208,677	\$251,970	\$227,270
BUDGETED CAPITAL	\$43,515	\$204,340	\$99,896
TOTAL	\$1,368,487	\$1,500,543	\$1,370,860

Fire Firefighting

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$15,253,951	\$14,005,138	\$13,996,659
BUDGETED CAPITAL	\$0	\$51,000	\$55,000
TOTAL	\$15,253,951	\$14,056,138	\$14,051,659

Fire Prevention

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$542,096	\$568,804	\$568,334
BUDGETED CAPITAL	\$0	\$0	\$50,000
TOTAL	\$542,096	\$568,804	\$618,334

Fire Equipment Maintenance

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$150,731	\$150,816	\$150,816
TOTAL	\$150,731	\$150,816	\$150,816

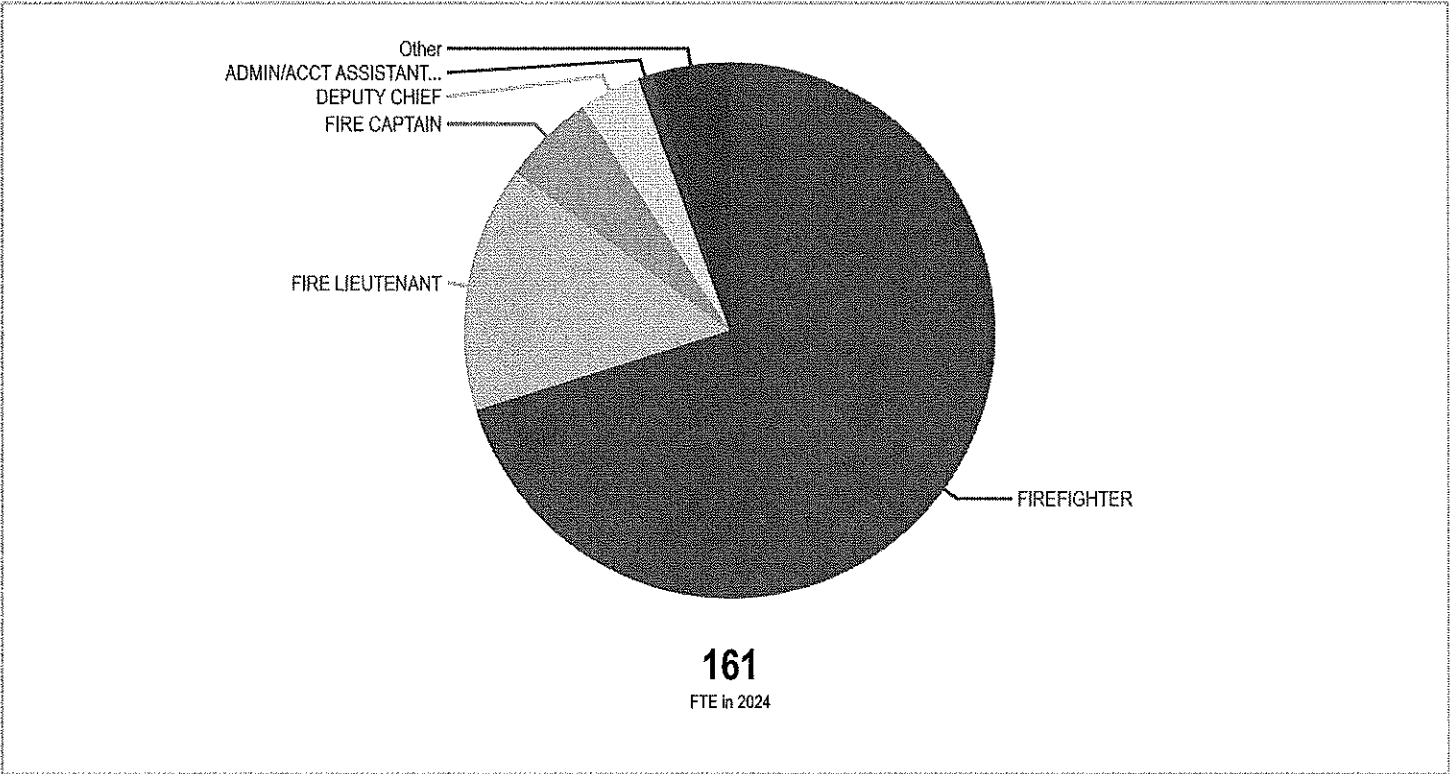
Fire Training

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$816,258	\$520,723	\$520,336
BUDGETED CAPITAL	\$0	\$0	\$50,000
TOTAL	\$816,258	\$520,723	\$570,336

Fire Emergency Management

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$2,919	\$84,178	\$85,641
BUDGETED CAPITAL	\$0	\$456	\$456
TOTAL	\$2,919	\$84,634	\$86,097

FY24 FTE Salary



Fire

	FY24 Salary	FY24 FTE
FIRE CHIEF	172,557.86	1.00
CHIEF OF OPS/EO	162,845.95	1.00
DEPUTY CHIEF	697,806.30	6.00
FIRE CAPTAIN	885,008.77	9.00
FIRE LIEUTENANT	1,993,811.00	24.00
FIREFIGHTER	7,709,073.81	113.00
INFO SYSTEMS ANALYST - FIRE	100,965.28	1.00
PUB SAF BUSINESS MGR - FIRE	48,541.44	0.50
MTR EQUIP REPAIRMAN	76,643.06	1.00
EXECUTIVE ASSISTANT - FIRE	64,990.62	1.00
ADMIN/ACCT ASSISTANT - FIRE	92,274.72	1.50
FRMN FIRE APP REPAIR	67,474.47	1.00
EM COORDINATOR	83,641.35	1.00

	FY24 Salary	FY24 FTE
TOTAL	12,155,634.63	161.00

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2021	ESTIMATE FY2022	ACTUAL FY2022	ESTIMATE FY2023	ESTIMATE FY2024
Box Alarms	388	400	319	400	400
Still Alarms	3,602	3,700	4,481	4,500	3,700
Medical Emergencies	3,797	4,000	4,227	4,000	4,000
Total Responses	7,862	8,500	9,089	9,000	9,300
Avg Response Time to Emergency Incidents (minutes) - Calendar Year	<4:00	<4:00	<4:00	<4:00	<4:00
Incidents of building fires	16	35	32	35	35
Large loss fire (over \$100,000)	3	4	4	4	4
Medium Loss Fires (under \$100,000)	13	30	28	30	30
Multiple Alarm Fires	3	5	4	5	5
Mutual Aid responses	69	75	46	65	65
% of Investigations Started Within Two Hours	100%	100%	100%	100%	100%
Apartment Buildings with 6+ Units Inspected	540	541	541	541	541
26F Smoke/CO Detector Inspections	886	800	800	800	800
Lodging House Inspections	49	49	49	49	49
Common Victualer Inspections	135	140	160	155	155
Certificates of occupancy	107*	170	123	130	130
All Other Inspections (Fire Alarm sprinklers, building plan reviews)	677	700	700	700	700

* Anticipated loss due to pandemic

PERFORMANCE / WORKLOAD INDICATORS (con't)

	ACTUAL FY2021	ESTIMATE FY2022	ACTUAL FY2022	ESTIMATE FY2023	ESTIMATE FY2024
% of Apparatus Repairs Initiated within 24 Hrs	100%	100%	100%	100%	100%
% of Apparatus Receiving Preventive Maintenance Twice per Year	100%	100%	100%	100%	100%
% of EMTs Requesting Re-certification Re-Certified	100%	100%	100%	100%	100%
Number of Newly Certified EMTs	7	5	3	15	4
Number of Firefighters Completing: **					
Firefighter I/II certification	0	0	0	15	4
Instructor Certification I	17	3	3	0	0
Instructor Certification II	0	3	3	0	0
Incident Safety Officer	0	3	0	0	0
Technical Rescue	0	0	0	0	0
Hazardous Material Techs	0	0	0	0	0
Live Fire Training Techs	0	2	0	0	0
Company Officer I	0	0	0	0	0
% of Fires Contained to the Building of Origin	100%	95%	100%	95+%	95+%
Number of Pre-K through Grade 2 classrooms receiving the S.A.F.E. Program	96***	96	96	96	96

** Certification classes cancelled by DFS in March 2020 - pushed to FY 21 and FY 22

*** SAFE program delivered virtually in FY 2021

Police

Town of Brookline FY24 Program Budget

Public Safety I Police

Program DescriptionThe Brookline Police Mission:

To work in partnership with the Select Board, in their capacity as Police Commissioners, the Town Administrator and community members to ensure that all people enjoy a high quality of life without fear of crime. To work together to solve problems and provide the most responsive, highest quality, fair and impartial police service. To proactively prevent crime, maintain order, and apprehend offenders, without discrimination and in a manner consistent with the law and procedural justice. Policing in Brookline shall be conducted in a bias free manner and in accordance with state statutes.

Our Values:

The Department subscribes to the following set of governing values that state its beliefs as a police organization:

1. The two most important assets of the Brookline Police Department are our personnel and the Community we serve.
2. Excellence for the members of the Brookline Police Department is based upon fairness, integrity, hard work, and professionalism in the performance of their duties.
3. Commitment to providing the highest quality of fair, impartial and professional law enforcement with the goal of enhancing the quality of life within the community.
4. Build partnerships with residents and non-residents in order to ensure personal safety, protect individual rights, protect property, and promote individual responsibility and community commitment.
5. Secure and maintain public respect in order to fulfill the Department's duties by acknowledging that the quality of life in the community is affected by not only the absence of crime, but also by the absence of the fear of crime itself.

The Department consists of the following seven subprograms:

1. The **Administration and Support Division** provides overall control of the functions of the Department. It maintains records, provides upgrades in communications and technology equipment and will continue to improve all monitoring and accountability processes to ensure fair and impartial policing takes place. It also includes the Public Safety Business Office, a group responsible for all financial and budgetary matters for both the Police Department and the Fire Department. This Division also provides oversight and direction in implementing the recommendations of committees established by the

Select Board or Town Meeting to improve public safety in Brookline or to aid the Select Board in carrying out its role as Police Commissioners.

2. The **Patrol Division** continuously patrols all sectors of Town while providing a variety of public safety services. Their efforts also serve as a deterrent to criminal activity. The Patrol function is vital and, for that reason, the Chief has directed that there be a minimum staffing policy maintained daily.
3. The **Criminal Investigation Unit** is responsible for the investigation of all violent crimes, including murder, rape, armed robbery, assault, and narcotic violations, and maintains the safety of all evidence. The Evidence Officer is responsible for distributing and maintaining all lethal and less than lethal weapons and related equipment.
4. The **Community Services Division** is charged with facilitating a spirit of cooperation between members of the public and the Department that helps to enhance the quality of life for all individuals. Housed within this Division is the Elder Affairs Officer, Youth Resource Officers, Community Resource Officers, the Crisis Intervention Team (including a grant funded social worker) and the Department's Training and Accreditation Unit which is responsible for training officers in policies and procedures including the Use of Force and De-escalation, training in the safe use of all issued equipment, state mandated trainings and various forms of elective trainings that officers are sent to.
5. The **Traffic and Parking Division** is responsible for educating the public and enforcing laws and regulations relating to the safe operation of motor vehicles in Brookline.
6. The **Public Safety Dispatch Division** is responsible for handling and dispatching all police, fire, and ambulance calls, including E-911.
7. One patrol officer serves as the Town's **Animal Control Officer**. The Animal Control Officer normally works five days a week. All Brookline Police Officers are responsible for enforcing the Town's animal control laws, and will continue to do so when the Animal Control officer is off duty.

FY2023 AccomplishmentsPatrol Division:

1. Stabilized leadership in the Patrol Division with the promotion of a Division Commander, two new shift Commanders, five new Patrol Supervisors
2. Took over the Crisis Negotiation Team in order to work in conjunction with the Special Response Team. Opened up opportunities in both teams with selection currently in progress.
3. Created Notification Criteria for the Patrol Division to ensure communication, command, and control are utilized when necessary. Placing special emphasis on those matters that have an impact on our officers and the community. This was released in conjunction with "Patrol Division Values" which serve as standard of professionalism in the Division.
4. Reintegrated and retrained two officers that had previously lateralled to other agencies.
5. Continued new officer training and evaluations for one probationary officer.
6. Created a "Walking Beat" supervisor position to directly oversee the two day shift walking routes. This will facilitate collaboration with the Community Service Division and increase assigned route Officers participation in their assigned neighborhoods.
7. Reinstated the Honor Guard Unit to provide ceremonial functions at various events.
8. Created a Co-op position in partnership with Northeastern University to serve as an Administrative Assistant role within the Division.
9. Created Patrol Division Directives to address matters and formalize communication in a means that is preserved and easily referenced.
10. Conducted Lodging (rooming house and hotel) community meetings, license hearings, and inspections.
11. Conducted Liquor Licensing inspections, backgrounds for licenses, and attended hearings.
12. Served as the Cannabis License agent to include manager background checks, premise inspections, community and subcommittee meetings.
13. Managed all essential services of the Police Department and emergency response despite the lowest staffing levels the department has ever experienced.
14. Deployed specialty units for various events/incidents including the Patrol Warrant Unit, Patrol Bike Unit, and Special Response Team.

Investigative Services Division:

1. Assisted with 49 domestic violence incidents with victim follow-ups, warrant arrests and assisting with 209A order.
2. On-going participation in the Norfolk County High Risk Domestic Violence Team meetings
3. Detective in the Juvenile Unit attended weekly DAP (Deans and Police) meetings
4. Continued to work on prevention, intervention, diversion and engagement with the youth in the community.
5. Trained Detectives in various relevant and necessary areas to include Human trafficking, Background investigations, Homicide Investigations, Behavior Threat Assessment and Domestic Terrorism Extremist
6. Conducted a Sexual Assault investigation with grand jury indictment.
7. Followed-up on crimes that lead to identifying suspects and recovery of property.
8. Members of the Detectives Domestic Violence Unit attended and contributed to the Domestic Violence Round Table meeting/Organize Jennifer Lynch Vigil.
9. Conducted a bank robbery follow up (video, fingerprint) which led to suspect arrest.
10. Worked with Training Division on educating the Department on Juvenile processes/issues (CRA, juvenile Court, CSEC and SAIN protocol) during a segment of in-service.
11. Acted on information received pertaining to a Brookline resident in possession of multiple rifles and pistols in violation of MA Firearms law. Party had been engaged in concerning threatening behavior towards family members which heightened the immediate need for attention. Investigation led
12. Worked in collaboration with other local and state agencies to investigate an organized crew of individuals targeting high end sneaker stores after a Brookline location was targeted two times in August.
13. Worked in collaboration with other local and federal agencies to investigate an organized crew of individuals targeting high end residential homes and committing burglary, stealing high value property.
14. Detectives worked jointly to investigate an arson of an automobile and worked in collaboration with local law enforcement partners of the Boston Police.

15. Detectives identified several suspects in cases for which the Boston Police sought identifications through intelligence shared through the Boston Regional Intelligence Center.
16. Detectives worked with the federal partner agencies including the FBI Regional Computer Forensics Lab as well as the DEA – Boston Strike Force to contribute on cases on a local, national, and international scale ranging from Violent Crimes Against Children, crimes with terrorism links, gang investigations, health care/unemployment/and COVID assistance fraud, financial and white collar crimes, and narcotics/conspiracy investigations. With training through the FBI RCFL, it has allowed a Brookline Detective to receive the highest level of forensic evidence certifications and be available for any and all cases linked to Brookline. Collaborating with the DEA – Boston Strike Force has allowed the Brookline Police Department to partner with the Drug Enforcement Administration and contribute towards the fight against the opioid epidemic and the recent flood of fentanyl as well as educate local officers on trends in trafficking as well as educational aspects to prevent drug use in the youth population.

Community Service Division:

1. Increased community engagement through new and expanded programs, such as self-defense classes for women & LGBTQ youth, car seat safety inspections, a new AWARE after-school program, new JrCERT, and the BHS Citizen Police Academy
2. Continued to expand on the Family Unit and increased information sharing and support/follow-up services for residents in need.
3. Expanded the CIT program with additional clinical services and increase support for residents in crisis by working closely with Patrol Officers.
4. Trained the Public Schools of Brookline in the Options Based Response to an active threat.
5. Hosted our first National Night Out event with great success.
6. Supported major community events such as the Juneteenth Celebration, Brookline Day, Coolidge Corner Arts Festival, Summer Concerts, Porchfest, HarvestFest, and First Light.
7. Hosted a successful weeklong Summer Youth Program in August.
8. Increased Department social media efforts to further engage with the community, increase awareness as to ongoing/emerging crime and safety issues, and to educate the community on the activities of the Department.
9. Supported the Patrol Division during staffing shortages while maintaining CSD operations and necessary services.
10. Continued to be an active part of the Town's Emergency Management Team and efforts to prevent, prepare for, respond to and recovery from emergencies in Brookline.
11. Continued to foster partnerships and collaborations with key partners in Town such as the Brookline Teen Center, the Brookline Food Pantry, Brookline Housing Authority, the Brookline Chamber of Commerce, the Brookline Rotary Club, the interfaith/religious community, Brookline Schools and youth sports programs, Safe Routes to Schools, and many Town Departments and Boards/Commissions.

Traffic and Parking Division:

1. The Traffic Division has worked on hearings by mail, in-person and on-line are back to pre-COVID levels and have been staffed and processed without concern.
2. Collected, managed and deposited a total of over \$6M in revenue from parking meters and parking tickets. Continued to streamline customer service of the Traffic & Records office.
3. Managed and supervised 30 civilian employees assigned to the Traffic/Records Division and mitigated any concerns or issues that arose.
4. Successfully completed the FY23 Traffic Enforcement Grant in September which consisted of 5 enforcement mobilizations.
5. The Traffic Division played a vital role in the operation and planning for the Boston Marathon.
6. Motorcycle officers assigned to the Traffic Division developed a motorcycle training course in an effort to sharpen their riding skills and train other members of the department in motorcycle safety. Members of this unit have assisted in escorts, funerals, and town wide functions.
7. Completed an abandoned car auction with Perfection Towing and secured all funds owed to the town with assistance from the Public Safety Business Office.

Public Safety Dispatch Division:

1. Renovated the Communications Center with 4 new workstations.
2. Hired, trained and certified 5 additional Dispatchers.

3. Began the installation and testing of PURVIS -- Fire Station Alerting System.
4. Ensured all Dispatchers received the State required 16- Hours continuing education training.
5. Applied and were awarded two grants through the Massachusetts State 911 Department to assist with training, renovations and funds for the Dispatch Center and its personnel.
6. Participated in the Operations of the 122nd US Open Golf Championship.
7. E911 Dispatchers received training that included courses consisting of: Improving Dispatcher Performance, Crisis Negotiations for Dispatchers, Handling Potential Suicide Calls, Basic Critical Incident Response and Rebuilding Your 911 Foundation.

Animal Control:

1. Completed Massachusetts required approved continuing education training including The Massachusetts Animal Fund Animal Control Institute's Core Competencies Training which is mandatory for all animal control officers.
2. Attended approved online and in person animal control training including: Responding to Animal Crimes through a Restorative Justice Approach: Navigating Dangerous Dog Cases; Handling Livestock; Conducting Animal Cruelty Investigations among other critical training.
3. Responded to and enforced both state and Brookline town by-law related service calls.
4. Assisted Brookline agencies, residents and outside agencies in enhancing animal control procedures.
5. Completed in-house training for front line officers for handling animal related service calls including regular training bulletins about bat protocol, dogs in hot cars etc.
6. Improved wildlife education awareness for residents to better assist in resolving wildlife related issues.
7. Selected and trained new ACO and ACO supervisor
8. Began regular meetings with the Health Department to address animal related issues in town.
9. Created ACO social media footprint to be developed and increased over the next few months.

FY 2023 ObjectivesPatrol Division:

1. To increase training opportunities for new supervisors and officers, with a focus on incident management and crime scene control.
2. To reinvigorate the Department Honor Guard to increase esprit de corps and pride in our profession and Department and to have adequate members, uniform and equipment to properly represent our Department at public events.
3. To recruit, train and increase deployments and community engagement by the Bicycle Unit. To utilize the ease of this mobility to increase our ability to interact with the community and to support police operations. Goals include adding new members, purchasing new bikes and storage, and ensuring fleet maintenance.
4. To implement quarterly staff meetings with Patrol Division supervisors to ensure objectives are being met and information and expectations properly conveyed. These meetings would be led by the Patrol Deputy to discuss issues, recommendations, and performance.
5. To hire a Patrol Division Co-Op who would support administrative functions and assist with community events. This position would assist in increasing efficiencies for the Patrol Division and support Command Staff members, patrol officers and professional staff through data collection on various police functions to determine effectiveness of traffic posts, focused patrols, etc. This position would also be instrumental in helping plan and coordinate the Department's involvement in and hosting of community events.
6. To increase membership in the Crisis Negotiation Team and the Special Response Team. To continue to train CNT and SRT members in necessary tactics, techniques, procedures and equipment for use in a crisis.
7. To focus on special projects which will assist the Patrol Division in being more efficient and to manage its work load volume, such as scheduling system updates, sector analysis, a policy/procedure review committee, an awards board to recognize outstanding work and achievements, training and information sharing.
8. Secure training funding for an insurance policy for range training. A change in policy requires Police Departments to have a separate insurance policy for range qualification and prohibits use by those that are only covered under a city/town that is self-insured. Mandatory firearms qualifications are difficult given changes in availability of Boston's range and this change in policy for Deven's range.

Investigative Services Division

1. Retain current detectives assigned to the Detective Division and add additional officers to make up for vacancies from the loss of officers to other departments, retirements, division changing and the promotional process. This will allow the Division to be best prepared to handle any and all crimes and particularly the most serious crimes faced with. Additional detective staffing will also allow for proactive investigations into crimes such as Internet Crimes Against Children (ICAC).
2. Incorporate 209A/258E orders in Larimore or other means for a way to access and track orders more quickly and easily.
3. Establish and maintain working relationships with Norfolk County Juvenile Court System.
4. Collaborate with Domestic Violence Round Table and DA's office on ways to educate and engage the community in the rise of cases of domestic violence.
5. Work with the Training Division on implementing domestic violence training as part of 2024 In service with concentration identified victims reporting and resources.
6. Continued training including the Cyber Crimes Conference, Intelligence and social media trends

7. Seek out additional training for Domestic Violence related issues and trends.
8. Stay updated with the most recent training for hate crimes.
9. Continue to maintain caseload, tracking and follow up investigations.
10. Continue to maintain relationships and deputizations with other agencies, community partners and stake holders.
11. Continue to conduct joint agency investigations in all criminal matters by intelligence sharing and networking with UASI partners including the Boston Regional Intelligence Center (BRIC).

Community Services Division:

1. To increase community engagement efforts through participation in Town events and programs.
2. To further developed relationships with youth in Brookline through current and new programming such as the JrCERT, the BHS Citizen Police Academy, Summer Youth Program and the After-School Program for Middle Schoolers.
3. To continue to train Town Departments and School Personnel in the Options Based Response to Active Threats as well as increase training opportunities for residents, Town partners and religious institutions.
4. To expand recruitment efforts for new officers.
5. To improve and increase outreach via social media, Department website and other means, such as newsletters, community bulletins, etc.
6. To expand the CIT clinical services into the evening.
7. To offer a Senior Citizen Police Academy to elders in Town.
8. To continue emergency preparedness efforts and education with Town entities, public and private, to ensure Brookline is successful at preventing, preparing for, responding to and recovering from a critical incident/emergency situation.
9. To train additional members of the community, including BHS students as Community Emergency Response Team (CERT/JrCERT) members and further support the emergency preparedness efforts of the Town and UASI region, in collaboration with the Town's Emergency Management Team.
10. To train all members of the Department as part of the annual 48hr mandatory in-service training program and to seek out new and innovative training opportunities for officers to further their professional development.
11. To increase staffing within the Division and to engage officers from throughout the Department in community engagement opportunities.
12. To continue to meeting accreditation standards, as it moves into the 6th standard edition.
13. Explore the addition of an additional community resource dog.
14. Research innovative training platforms to upgrade/update the Department training room/space.

Traffic and Parking Division:

1. Train the new night Traffic Sergeant in accident investigation (Basic, Intermediate, and Advanced)
2. Purchase a new mobile friendly Detail system to manage assignments and payments in a more efficient and transparent fashion.
3. Remain fully staffed, including filling the open position of day motorcycle officer.
4. Identification and enforcement of crash hotspots throughout the town. The Traffic Division will deploy education and enforcement strategies while continuing to work with the Engineering Department in conducting and analyzing speed and roadway studies.
5. Work with other Town departments in exploring ideas to make our roads safer, including participation in the Vision Zero Coalition which is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safety, healthy and equitable mobility for all. This new and growing coalition includes community-based organizations, nonprofits, businesses, civic groups and individuals representing communities across the state.
6. Continue to manage and supervise 30 civilian employees assigned to the Traffic/Records Division and mitigate any problems that arise. Meet the needs of employees to create a safe and comfortable working environment where maximum productivity and work satisfaction can be achieved.
7. Look to improve retention and recruitment of crossing guards, and to assess if there is a more effective way to schedule them for increased number of candidates.
8. As traffic volumes continue to increase to pre-pandemic levels, the Traffic Division will look to increase the amount of revenue from parking meters and parking tickets.
9. To continue the use of a newly purchased speed board.
10. The completed purchase and acquisition of 5 new police cruisers. (3 marked and 2 unmarked)
11. Assist in the planning and operation of the abandoned car auction with Perfection Towing and secure all funds owed to the town with assistance from the police business office.
12. Send all radar and LIDAR units out to be calibrated and file documentation in preparation of any future public records requests.
13. Assist in the planning and operation of the Boston Marathon, scheduled for April 17, 2023.

Public Safety Dispatch Division:

1. Continue to seek grant funding from the Massachusetts State 911 Department to assist Dispatchers with continued education training and personnel costs.
2. Hire and train 2 additional Dispatchers to be fully staffed at 16 total Dispatchers.
3. Train all Dispatchers on the PURVIS Fire Operating System.
4. Certify Dispatchers to be Communications Training Officers (CTO's).
5. Continued work on a structured Training Manual for new hires.
6. Create updated plan with Boston 911 (Back-Up PSAP) during emergencies.
7. Seek more training and conference options for Dispatchers and Dispatch Supervisor.

Animal Control:

1. Train new Animal Control Officer (ACO) and ACO supervisor.
2. Increase collaboration with community and other departments
3. Maintain Massachusetts required animal control certification.
4. Attend approved online and in person animal control training.
5. Respond to and enforce both Massachusetts general law and Brookline town by-law related service calls.
6. Continue relationships with Brookline town agencies to enhance animal control procedures.
7. Continue to distribute animal related training bulletins and in-service training.
8. Maintain wildlife education awareness programs for residents to better assist in resolving wildlife related issues.

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES			
PERMANENT FULL TIME	\$10,633,891	\$12,217,264	\$12,003,770
PERMANENT PART TIME	\$40,661	\$163,749	\$163,749
SHIFT DIFFERENTIAL	\$233,381	\$256,121	\$256,121
WORKING OUT OF CLASS	\$17,976	\$22,129	\$22,128
OVERTIME PAY	\$1,604,065	\$668,779	\$612,779
OVERTIME PAY - SPECIAL PROGRAM	\$7,403	\$0	\$0
PART TIME TEMPORARY SAL	\$57,615	\$94,880	\$132,122
PART TIME TEMP INTERN	\$209	\$0	\$0
COURT PAY	\$7,318	\$190,846	\$185,146
POLICE LAG TIME	\$150,351	\$161,199	\$156,679
IN SERVICE TRAINING	\$303,495	\$321,158	\$301,779
EDUCATIONAL INCENTIVE PAY	\$4,650	\$41,450	\$5,600
QUINN EDUCATION INCENTIVE	\$1,382,783	\$1,654,149	\$1,388,308
LONGEVITY PAY	\$70,342	\$86,350	\$90,930
CAREER INCENTIVE PAY	\$300,450	\$36,721	\$305,757
SPECIALTY PAY	\$22,283	\$28,300	\$28,300
EMT PAY	\$12,000	\$14,350	\$14,350
SICK PAY BUYOUT	\$31,679	\$0	\$0
SICK BUYOUT - 2 FOR 1-RETIREAB	\$6,693	\$0	\$0
HOLIDAY PAY	\$451,937	\$536,392	\$521,392
VACATION BUYOUT	\$100,189	\$0	\$0
A DAY BUYOUT	\$74,869	\$91,886	\$88,886
INJURED ON THE JOB	\$105,612	\$0	\$0
CLOTHING-UNIFORM ALLOWANCE	\$39,550	\$37,125	\$37,125
AUTO ALLOWANCE	\$3,324	\$2,700	\$2,700
OFFSET	\$0	-\$324,433	-\$142,068

Police Rev

	FY22 Actual	2022 - 23 Budget	2024 Budget
REVENUES	\$6,737,388	\$5,995,000	\$6,095,000
REVENUES LESS EXPENSES	\$6,737,388	\$5,995,000	\$6,095,000

Police Administration

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$1,005,853	\$1,031,559	\$1,160,434
SERVICES	\$355,226	\$360,649	\$360,649
SUPPLIES	\$193,260	\$124,107	\$124,107
OTHER	\$68,156	\$28,300	\$28,300
UTILITIES	\$250,245	\$319,790	\$301,073
BUDGETED CAPITAL	\$298,463	\$426,581	\$426,581
TOTAL	\$2,171,202	\$2,290,986	\$2,401,144

Police Patrol Services

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$7,665,189	\$8,051,442	\$7,753,272
SERVICES	\$2,955	\$5,832	\$5,832
TOTAL	\$7,668,144	\$8,057,274	\$7,759,104

Police Investigation Services

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$2,597,600	\$2,746,803	\$2,819,335
SERVICES	\$3,734	\$7,800	\$7,800
SUPPLIES	\$1,089	\$3,000	\$3,000
TOTAL	\$2,602,423	\$2,757,603	\$2,830,135

Police Community Relations

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$1,252,828	\$1,122,662	\$1,149,318
TOTAL	\$1,252,828	\$1,122,662	\$1,149,318

Police Traffic Control

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$1,968,027	\$2,148,837	\$2,108,189
SERVICES	\$174,796	\$162,450	\$162,450
SUPPLIES	\$8,801	\$8,000	\$8,000
TOTAL	\$2,151,624	\$2,319,287	\$2,278,639

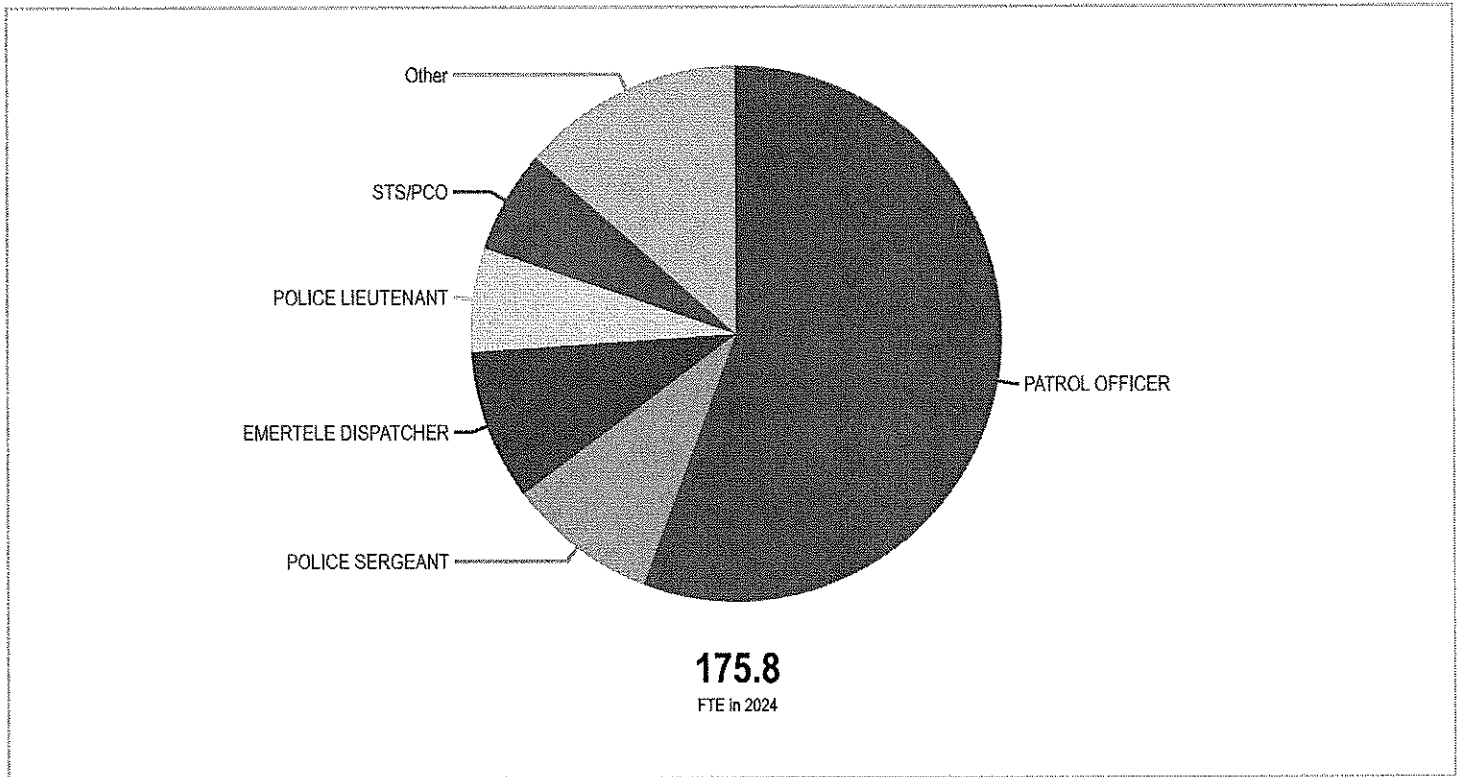
Police Public Safety Dispatch

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$1,067,671	\$1,092,837	\$1,078,263
SUPPLIES	\$656	\$2,750	\$2,750
OTHER	\$2,947	\$3,000	\$3,000
TOTAL	\$1,071,274	\$1,098,587	\$1,084,013

Police Animal Control

	FY22 Actual	2022 - 23 Budget	2024 Budget
SALARIES	\$105,557	\$106,976	\$106,741
TOTAL	\$105,557	\$106,976	\$106,741

FY24 FTE Salary



Police

	FY24 Salary	FY24 FTE
POLICE CHIEF	172,557.86	1.00
SUPT OF POLICE	162,845.95	1.00
DEPUTY SUPT	599,916.58	4.00
POLICE LIEUTENANT	1,069,827.54	11.00
POLICE SERGEANT	1,315,820.08	16.00
PATROL OFFICER	6,473,578.65	98.00
PUB SAF BUSINESS MGR	48,541.44	0.50
CF EMER TELECOM DISP	85,130.20	1.00
DOMESTIC VIO ADVOCAT	71,252.61	1.00
COOR CLINICAL SERV	88,884.73	1.00
BUSINESS/ADMIN MANAGER - POLICE	70,019.14	1.00
PARKING MTR COLLECTR	64,415.00	1.00
EMERTELE DISPATCHER	878,032.97	16.00
CIT CRIME ANALYST	68,492.37	1.00

	FY24 Salary	FY24 FTE
EXECUTIVE ASSISTANT	64,990.66	1.00
PSBO SR CLERK TYPIST - POLICE	87,588.06	1.50
SR CLERK TYP	156,406.85	3.00
STS/PCO	549,733.24	11.00
PARKING CONTROL OFFICER (PCO) PT	101,418.76	1.92
SCHOOL TRAFFIC SUPERVISOR (STS) PT	62,330.28	1.18
PARK SECURITY OFFICER	70,946.38	2.20
CIT STAFF ASST	23,933.66	0.50
TOTAL	12,286,663.02	175.80

PERFORMANCE / WORKLOAD INDICATORS	ACTUAL FY2019	ACTUAL FY2020	ESTIMATE FY2021	ACTUAL FY2021	ESTIMATE FY2022	ACTUAL FY2022	ESTIMATE FY 2023
Total Part A Crimes	686	640	648	758	743	703	730
Homicide	0	1	0	1	0	0	0
Rape	6	0	3	2	4	3	2
Robbery	11	10	8	16	20	11	12
Assaults	127	96	118	106	105	119	120
Breaking and Entering	65	36	43	57	62	44	50
Larceny	471	483	468	557	525	498	515
Motor Vehicle Theft	6	14	8	19	27	28	34
Part A Crime- Clearance Rate	42%	46%	47%	35%	48%	31%	35%
Arrests	355	282	400	120	200	124	130
Field Interrogations	1,216	1,006	1,600	817	1,100	675	800
Field inquiries/ P.O.I.	33	38	55	29	40	30	30
Animal Complaints	747	773	850	616	800	584	650
Loud Parties Responded to	160	164	130	267	315	194	200
Noise By-Law Violation Tickets issued	18	0	40	13	20	4	10
STARS Assignments	41	15	35	9	25	32	35
Inspectional Services							
Alcohol Administrative Inspections - Passed	9	4	15	26	30	4	10
Alcohol Administrative Inspections - Failed Warnings	28	16	15	8	10	3	5
Alcohol Administrative Inspection - Failed IBL Fine	4	3	5	3	5	1	3
Alcohol Owner /Management Changes & Investigations	51	32	35	35	40	60	45
One & Two Day Alcohol Licenses/ Permits	130	69	90	44	50	80	70
Registered Marijuana Dispensaries	1	2	4	4	4	4	4
Registered Marijuana Dispensary Inspections	1	5	7	12	16	14	16
Rooming Houses Inspected	48	50	50	45	50	47	50
Detective Division							
Domestic Violence Investigations	94	73	105	0	95	94	100
Crimes Solved through Fingerprint IDs	8	5	12	0	2	6	5
Crimes Solved through DNA	8	0	8	0	0	1	2
Licenses to Carry Firearms Issued/Renewed	96	117	110	172	150	105	110
Firearms Identification Cards (FID) Issued	25	29	20	21	20	10	10
Fingerprints Taken for Community Members	397	103	250	30	250	185	190
Town Counsel Investigations	37	48	50	50	50	42	50
Community Service							
Students in AWARE/Educational Programs	1,781	1,761	1,750	105	250	~45	70
BHS Citizen Police Academy Graduates	35	0	30	41	40	45-55	55
Women Participating in Self Defense Classes	100	0	150	39	150	~70	125
Community Events Hosted						~27	35
School/Community Active Threat Trainings						8	10
Comfort Dog/Handler Visits						~100	150
Child Seats Inspected	160	180	175	154	270	~110	150
Social Media Engagement:							
Facebook Followers	4,055	4,672	4,800	5,047	5,200	6,694	6,850
Twitter Followers	10,400	10,914	11,000	10,899	11,200	10,877	10,900
Instagram Followers	1,500	2,088	2,200	2,350	2,500	2,740	2,860
Website Hits	91,878	157,555	80,000	82,300	90,000	81,476	85,000

PERFORMANCE / WORKLOAD INDICATORS							
	ACTUAL	ACTUAL	ESTIMATE	ACTUAL	ESTIMATE	ACTUAL	ESTIMATE
	FY2019	FY2020	FY2021	FY2021	FY2022	FY2022	FY 2023
Traffic							
Taxi Vehicles Inspections	25	0	25	0	20	0	20
Hackney Licenses Issued	40	0	50	0	40	8	20
Parking Tickets Issued	115,945	88,597	105,000	89,115	90,000	89,860	90,000
Parking Tickets Paid Online	54,312	43,932	50,000	50,308	45,000	49,982	60,000
Parking Tickets Appealed Online	7,820	6,435	8,000	10,925	7,000	8,000	9,000
Parking Ticket Hearings	12,160	9,034	12,500	11,772	12,500	12,500	13,000
Moving Violations	12,574	8,051	10,000	2,945	10,000	4,157	6,000
Traffic Crashes Responded To						1,173	
Detail Collection Rate:							
0 < 30 Days	66%	60%	20%	41%	20%	67%	30%
31 < 60 Days	74%	80%	75%	79%	75%	91%	80%
61 < 90 Days	90%	94%	90%	96%	90%	96%	95%
91 < 105 Days	95%	96%	95%	98%	95%	96%	98%
106 < 115 Days	99%	98%	99%	99%	99%	98%	99%
Emergency Management							
Community Emergency Response Team (CERT) Members Trained	19	0	30	30	25	25	50
CERT Activations (shelters, vax clinics, storms, events, etc)	7	40	10	75	100	26	30
Community Presentations on Emergency Preparedness	13	18	15	8	15	22	26
Emergency Operation Center (EOC) Activations	0	7	5	200	75	6	10
Dispatch							
Police-related Calls	68,505	59,611	69,000	52,978	57,000	56,167	65,000
Self-Initiated Police Calls	26,657	30,622	27,000	23,541	27,000	22,524	26,000
Fire-related Calls	8,523	5,926	8,600	7,863	9,800	10,944	10,000
Medical Calls	4,704	3,970	4,750	4,416	4,800	4,687	4,700
E-911 Calls	17,571	18,552	18,000	15,172	26,500	19,391	21,000
Grants Awarded:							
Police	\$373,720	\$662,200	\$541,855	\$598,587	\$534,433	\$561,058	\$566,041
Urban Areas Security Initiatives (UASI)	\$373,720	\$373,720	\$350,000	\$447,447	\$447,447	\$447,447	\$447,447

Brookline Fire & EM

FY 2024 Budget Review
Chief John F. Sullivan

FY 24 Budget highlights - Operating budget

- Salaries (adjustments)
 - Permanent full time - +\$6,439
 - Longevity - -\$9,850
 - \$3,411
- Services - level funded
 - Estimated shortfall - -\$12,350
 - Commun. Equip. R&M
 - Computer Software R&M
 - Prof. Tech. services
 - Other rentals/leases
- Supplies - (cut)
 - Office supplies - \$1,700
 - General supplies - \$2,000
 - PS supplies -\$1,300
 - \$5,000
- Other - Level funded
- Utilities (-\$24,700)
- ❖ Expansion request - \$90,000 for training (unfunded)

FY 24 Budget highlights - Capital (level)

- Capital outlay

- 2 staff vehicles - \$100,000
- PC/Laptop leases - \$1,852
- Rugged MDU's - \$21,000
- FF Equipment - \$55,000
- PPE replacement - \$77,500
\$255,352

- CIP

- Fire Stations Project
 - Committee of 7
- Engine 1 & Engine 4
 - July/Sept 2024 delivery
- Station Alerting system (Purvis)
- Radio Infrastructure (final year)
 - See R&M increase

Total FY 24 budget reduction - \$33,555.00

Emergency Management - post pandemic

- Emergency Planning
 - Comprehensive Emergency Management plan
 - Hazard Mitigation plan - grant
 - Climate Resiliency plan - w/ Town's Sustainability Coord.
 - Emergency Evacuation plan
- Local Emergency Planning Committee (LEPC) - grant
- FEMA PA (Public Assistance) grant management
- UASI / MBHSR

FY 23 Accomplishments

FD

- Successful debt exclusion initiative
 - \$65 million Fire Stations Project
- Revised policies and resources around PFAS
- Highly successful DEI program through ARPA funding

EM

- Administered nearly \$1,000,000 in FEMA PA reimbursements
- Successful reformation of Town's LEPC
- Continued increase in participation -in CodeRed mass notification

FY 24 Objectives

FD

- Implementation of station #4 & #1 renovations
- Integration of new Records Management System (RMS)
- Initiate a Company Officer development training
- Sustainable DEI training
- Implement ASHER

EM

- Continued development of Town's Emergency Management Team capabilities
- Complete planning and conduct comprehensive evacuation table-top exercise
- Complete EOC upgrades and build-out (ARPA)

+/- Personnel

- Job reclassification - FD Administrative Assistant
- 4 Incident Command Technicians (immediate need)
- 20 firefighters - staff ladder company in S. Brookline (after renovations)
- SAFER grant
 - 75% / 25% first 2 years
 - 25% / 75% third year
 - No obligation to retain

New initiatives

- Replacement of Computer Aided Dispatch (CAD) system
- Reorganization - Public Safety Dispatch
- Continued development of Town's Emergency Management function
 - Emergency Operations Center upgrades
- Formalize Community Risk Reduction program (public education)

Priorities

- Continued emphasis on firefighter health and safety initiatives
 - Cancer screening
 - PFAS-free PPE
 - Annual medical evaluations
 - Fitness standards
- Increased Fire Prevention / Community Risk reduction (EM)
 - Inspections / enforcement
 - Risk analysis
 - Planning



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**Kara Brewton
Director**

Town of Brookline

Massachusetts

TO: Brookline Select Board

FROM: CDBG Advisory Committee
Community Planning Staff

DATE: April 5, 2023

SUBJECT: **CDBG Advisory Committee Recommendations
FY 2024 (FFY 23) CDBG Annual Action Plan**

Summary

In keeping with the U.S. Department of Housing and Urban Development's (HUD) Consolidated Planning requirements, the Town must submit its FY 2024 Community Development Block Grant (CDBG) Annual Action Plan (AAP) to HUD on or before May 15, 2023. Prior to submitting the AAP to HUD, planning staff will present the CDBG Advisory Committee's funding recommendations to the Select Board on April 11. The Board will hold a public hearing on May 9, to be followed by the Board's vote to authorize the submission of the Town's AAP to HUD.

In February, HUD notified the Town that it would receive a \$1,305,960.00 FY 2024 CDBG allocation, which is a slight increase in funding from FY 2023. These funds may be used to support a wide range projects and programs to address community needs, such as the provision of decent housing, a suitable living environment and the expansion of economic opportunities -- so long as the funding principally benefits low- and moderate-income persons.

The AAP serves as the Town's application to HUD for CDBG funds for a given program year. Accordingly, the FY 24 (FFY 23) AAP identifies the projects and programs to be funded in the upcoming fiscal year that meet the broad goals of the Town's FYs 21 – 25 Consolidated Plan. The draft AAP can be seen at the Planning Department's web page:

<https://www.brooklinema.gov/DocumentCenter/View/40553/FY-24-AAP-Draft-for-Web-33123>

Committee Process

The CDBG Advisory Committee held a remote public meeting via Zoom on March 13, 2023. On that evening, the Committee discussed all funding applications received through a competitive Request for Proposals (RFP) process. Prospective recipients were allocated time on the Committee's agenda to give an overview of their program or project. Committee members had the opportunity to ask questions of each applicant to inform the budget recommendations that are included in the Town's FY 24 Draft AAP.

11.A.

Following presentations, the Committee used the latter part of the March 13th meeting to deliberate on funding recommendations. The recommendations are summarized in this memorandum. Like the previous fiscal years, requests from potential grantees were significantly greater than available funding. This year, applicants stated a need of over \$2.3 million in funds for their activities. After subtracting staffing and administration costs, \$780,622 in FY 24 funding is available to be programmed to projects and programs.

Budget Recommendation

The Committee considered how projects and programs met overall community needs and how CDBG funding would be used to benefit low- and moderate-income persons. To guide the Committee's recommendations, staff used the figure of \$780,622 as the available program budget – including \$584,728 in funding for category B (Housing) and \$195,894 for category C (Public Services). At the conclusion of budget deliberations, the Committee recommended the following allocations for items B and C (see attached budget):

A. Staffing Costs

The staffing cost items included in the overall amount are:

A1. CD Grant Administration, Comprehensive Planning, Housing Division - \$ 525,338.00

B. Housing

The Committee sought to balance the needs of affordable housing development and preservation with the significant capital needs of the Brookline Housing Authority and the Brookline Community Development Corporation. The Committee recommended the following allocations:

B1. Affordable Housing Program - \$ 74,728.00:

The Committee wished to support eligible costs for a number of affordable housing projects that could be advanced in the upcoming fiscal year.

B2. Brookline Housing Authority - Resident Health and Safety Projects - \$446,000.00:

The Committee acknowledged the BHA's significant need for funding to undertake capital improvements that would help to provide safe, decent and affordable housing to its residents. In support of the BHA's request and in recognition of the leveraging power CDBG funds will provide, the Committee recommended a significant allocation to the BHA's top priority project at the High Street Veterans development.

B3. Brookline Community Development Corporation (formerly BIC) - \$ 70,000.00:

The Committee wished to fund capital projects at BCDC's 154-156 Boylston Street property that will address essential repairs to the exterior, building and envelope (especially its siding, insulation, windows, doors, exterior wood elements) and for broadband. These projects are all identified in BCDC's Capital Needs Assessment.

B4. Specialized Housing, Inc. – The Committee recommended no funding for this project.

C. Public Services:

HUD's CDBG program requirements limit the total amount of funds obligated to public services activities to 15 % of the annual grant. Therefore, no more than \$195,894.00 – or 15% of the grant – can be allocated to public services in FY 24.

The Committee's Public Service recommendations are:

C1.	Brookline Housing Authority – Resident Services:	\$55,000.00
C2.	COA - TRIPPS program (formerly BETS):	\$40,000.00
C3.	Steps to Success - Work Connections for Youth:	\$50,894.00
C4.	Brookline Food Pantry:	\$50,000.00

Public Hearing and Select Board Votes:

Following the presentation of the CDBG Advisory Committee's recommendation at the April 11 meeting, the Board is scheduled to hold a Public Hearing on May 9. The purpose of the May 9 meeting is to accept public comment on the use of FY 24 (FFY 23) CDBG funding, as recommended by the CDBG Advisory Committee, and to hear comments on the draft AAP document that is available for review for 30 days prior to the public hearing. Any and all comments received will be acknowledged and addressed as part of the final submission of the AAP to HUD.

Following public comment at the Board's May 9 meeting, staff will request that the Board take the following votes:

- A. Approve the submission of the FY 2024 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development
- B. Authorize the Chair to execute the Application for Federal Assistance (SF-424) and other certifications required for submission of the Annual Action Plan
- C. Authorize the Director of Planning and Community Development to execute the Environmental Review Record and other program-related documents required for CDBG-funded projects on behalf of the Town

FY 2024 CDBG Advisory Committee

Bernard Greene, Chair
Harry Bohrs
Suzanne Federspiel
Rita McNally
Alex Krieger

FY 2024 - CDBG Advisory Committee - Remote Meeting

See the March 13, 2023 CDBG Advisory Committee Meeting here:

<https://www.brooklinema.gov/2364/CDBG-Community-Grants>

FY 24 CDBG ADVISORY COMMITTEE RECOMMENDATION

		FY 2024 Entitlement Amount		\$1,305,960.00	
		FY2022 Allocation	FY2023 Allocation	FY2024 Request	CDBG Staffing + Advisory Recommendations
A. Staffing					
	CD Admin, Housing Division and Comprehensive Planning*	\$ 556,093.00	\$ 533,260.00	\$ 525,338.00	\$ 525,338.00
B. Housing					
1	Affordable Housing Program	\$ 116,920.00	\$ 25,000.00	\$ 250,000.00	\$ 74,728.00
2	BHA - Capital Projects	\$ 312,063.00	\$ 298,203.00	\$ 1,406,522.00	\$ 370,000.00
3	BIC (154-156 Capital Needs, Fire Safety	\$ 10,000.00	\$ 27,650.00	\$ 100,000.00	\$ 80,000.00
4	Caritas Communities - 1876 Beacon Street, Brookline	-	\$ 30,000.00	\$ -	
5	Specialized Housing -769 Washington Street, Brookline, MA	-	\$ -	\$ 300,000.00	\$ 60,000.00
6	Specialized Housing - 67 Winchester Street, Brookline, MA		\$ 30,000.00	\$ -	
			\$ -	\$ -	
		\$ 438,983.00	\$ 410,853.00	\$ 2,056,522.00	\$ 584,728.00
C. Community Facilities					
1	DPW - APS Accessible Pedestrian Signals	\$ 150,000.00	\$ 110,000.00	\$ -	
	Subtotal:	\$ 150,000.00	\$ 110,000.00	\$ -	\$ -
D. Economic Development					
1	Planning Department - Business Assistance	\$ -	\$ 20,000.00	\$ -	
	Subtotal:			\$ -	\$ -
E. Public Services - (15% Cap)					
1	BCCMH Programs	\$ 60,000.00	\$ 32,100.00	\$ -	\$ -
2	BHA Programs Resident Services - Resiliency	\$ 37,109.00	\$ 41,800.00	\$ 60,000.00	\$ 48,000.00
3	COA - TRIPPS (Formerly BETS)	\$ 31,492.00	\$ 32,767.00	\$ 45,000.00	\$ 35,674.00
4	Work Connections for Youth-Steps to Success	\$ 63,220.00	\$ 46,000.00	\$ 69,220.00	\$ 69,220.00
5	Brookline Food Pantry	\$ 13,780.00	\$ 36,000.00	\$ 100,000.00	\$ 43,000.00
			\$ 205,601.00	\$ 274,220.00	\$ 195,894.00
TOTAL FY 24 REQUESTS				\$ 2,330,742.00	\$ -
Total FY 2024 Requests wo/staffing \$ 2,330,742.00					
Total CD Advisory Committee Allocation Recommendations:					\$ 780,622.00
Anticipated FY 2024 CDBG Entitlement Amount		\$1,305,960			
* Admin, Housing and Planning (Integrated into Town Budget)		\$ 525,338.00			
TOTAL TO BE PROGRAMMED		\$ 780,622.00			
Available for Public Services 15%		\$ 195,894			
Available for Hsg/Community Facilities/ED		\$ 584,728			
TOTAL		\$ 780,622			

Final Slate — 4-7-2023

Round Two of the American Rescue Plan Act

To view the full proposal click on the: [Proposal #](#)

Recommended Proposals

Proposal #	Department/ Organization	Project Name	Project Summary	Original Requested Amount	Funding Recommendations
23-5	Society of St. Vincent de Paul - St. Mary of the Assumption	Rental Assistance and Grocery Gift Cards for Brookline Residents in Need	We provide assistance with rent, utilities, material items, and other essential expenses through a unique model that typically includes a home visit. We are requesting funds to meet an increased need for rental assistance since mid-2022 and expand our monthly grocery gift card program.	\$50,000.00	\$50,000.00
23-6	Brookline Commission for the Arts	BCA Cultural Program Grants for Arts Organizations and Artists	The Brookline Commission for the Arts is applying for \$17,700 in ARPA funding to provide a Municipal Match of the grant the Town and BCA receives from the Massachusetts Cultural Council (a state agency), thereby allowing the BCA to award twice as much funding to arts organizations and artists for the presentation of cultural programs in Brookline. In addition to the public benefits of these cultural programs and their positive impact on the business community of Brookline, the arts organizations and artist who will be involved will benefit after having disproportionately suffered, financially and otherwise, from the impact of the pandemic.	\$17,700.00	\$17,700.00
23-7	Brookline Improvement Coalition, Inc. (DBA: Brookline Community Development Corporation)	Very Low-Income Housing Capital Repairs and De-Carbonization	16-unit Beacon Street apartment building for extremely low-income persons (income between \$0-29,000) is deteriorating and is in need of significant capital repairs. At the same time as making these repairs, we propose to de-carbonize by installing solar panels, batteries, and heat pumps.	\$756,000.00	\$756,000.00
23-13	Black N Brown Club, Inc.	Affordable Child Care	The Black N Brown Club will establish the first affordable childcare program in Brookline that accepts state subsidized vouchers. This program will be a major economic boost for low-income, BIPOC parents who lack access to local, affordable options for childcare, allowing them to enter or re-enter the workforce following the numerous challenges faced by working parents during the COVID-19 pandemic as well as provide employment and training via experts in the field for marginalized Brookline residents.	\$4,835,000.00	\$1,000,000.00
23-14	Select Board	Town of Brookline Recommended ARPA Proposals Summary	Increasing public sector capacity in a green way while funding outreach and service access to disadvantaged populations.	\$4,978,040.00	\$4,978,040.00
23-15	Brookline Food Pantry	Funding for the Brookline Food Pantry	We are requesting additional ARPA funding to allow the Brookline Food Pantry to remain a consistent source of nutritious foods to those suffering from food insecurity.	\$400,000.00	\$300,000.00
23-18	FriendshipWorks, Inc.	FriendshipWorks and Brookline Council on Aging	FriendshipWorks seeks ARPA funding to strengthen and expand our work with the Brookline Council on Aging and the Brookline Housing Authority to promote healthy aging, improve quality of life and maximize independent living for low and moderate-income older residents in Brookline. We do this by connecting isolated and/or lonely elders with caring and trained volunteers, bringing them friendship, assistance and joy.	\$50,040.00	\$50,040.00
23-21	Gateway Arts (A program of Vinfen Co.)	Gateway Arts: Studio & Gallery Upgrades	Gateway Arts seeks to upgrade its Gallery and seven studio spaces where adult artists with disabilities create work for exhibition and sale to the public, and create a new studio that will attract and retain additional artists for our program. The upgrades will advance our efforts to recover revenue lost from negative impacts on our program as a result of the Covid-19 pandemic. (Gateway Arts shut down for six months in 2020. and has slowly rebuilt its capacity since.) The upgrades will enhance our current working environment, allow us to offer our service to more disabled adults in Brookline and across Greater Boston, and enhance the program's economic impact in the Brookline Village commercial area.	\$30,000.00	\$30,000.00
23-30	Public Works	DPW - Teen Center Youthscapers Leadership & Work Development Program	Partnership with the Teen Center for a Youthscaper Summer Program where a cohort of teens apply for a leadership-work program where they develop leadership skills, realize the benefits of team building, and work on DPW projects for 20 hours per week to not only make money, but make a difference in their community.	\$74,500.00	\$74,500.00
23-31	School	Brookline Adult & Community Education: Summer Transportation for Children	To provide transportation to children who receive financial aid and live in a Brookline Housing Authority property or in Hancock Village, so that they may access a full-day of summer programming.	\$442,000.00	\$55,000.00
23-43	Brookline for Racial Justice & Equity	Expanding Brookline's Capacity for Racial Justice & Equity	This grant will increase the capacity of Brookline for Racial Justice & Equity (BRJE) to partner with local government, community-based organizations, social service agencies, and our neighbors to design and implement racially equitable policies and practices and to assess their impact, as well as to provide educational programming and community-building events. This grant will also enable our organization to better support local government in engaging communities of color at a critical time when the disproportionate impacts of the pandemic are most noticeable, and to help increase the representation of people of color on boards, committees, and commissions.	\$475,000.00	\$475,000.00

Continued on next page

Recommended Proposals (Continued)

Proposal #	Department/ Organization	Project Name	Project Summary	Original Requested Amount	Funding Recommendations
23-44	Her Wings First	Her Wings First	We aid households to become food secure and self-sufficient through providing essential urban gardening tools and teaching families to grow which helps build stronger families, neighborhoods and communities. Urban gardening also helps with the anxiety many families felt as a result of the COVID 19 epidemic. Empowering people to take control of how they put food on the table.	\$53,667.99	\$53,667.99
23-46	Brookline Center for Community Mental Health	Affordable Housing Assistance	The Brookline Center for Community Mental Health (the Center) proposes to assist eligible applicants' access and apply for the Town of Brookline's affordable housing lottery opportunities by providing timely direct case management assistance with housing applications, supporting clients in obtaining required supporting documentation and increasing the awareness of affordable housing units through outreach and marketing of the application process and opportunities available. The Center is requesting close to \$50,000 in funding over the next fiscal year to supplement our language line contract and support the partial salary and benefits of a program manager and designated half-time housing case manager who will receive additional training to increase skills and knowledge specifically related to affordable housing application and ownership process.	\$49,972.32	\$49,972.32
23-47	Brookline Asian American Family Network and Public Schools of Brookline	Mental Health Supports for AAPI students	This project would provide much needed resources to adequately support the needs of AAPI students, who have been especially impacted during COVID due to increased anti-Asian racism and most recently the tragic mass shootings in Monterey Park and Half Moon Bay CA. These supports will include: clinical support for STAR Academy students; support and training for AAPI affinity group leaders, professional development for clinicians, teachers, and caregivers; supporting community-based events; internships/scholarships for AAPI students; AAPI curriculum development	\$103,735.00	\$103,735.00
23-51	Brookline Teen Center	Brookline Teen Center 2.0 - ARPA Assistance	This BTC 2.0 - ARPA Assistance Proposal, if funded, has the potential to allow BTC to fully complete our post-Covid rebound and dramatically expand our staffing and programmatic offerings in a strategic manner. The resultant people and programs will offer tangible benefits and impact for all of our teen members but will specifically target and assist students of color, those in difficult financial situations, and all who need gaps in at-home and at-school supports filled.	\$716,460.00	\$716,460.00
23-56	Brookline Improvement Coalition, Inc. (DBA: Brookline Community Development Corporation)	Establish fund for pre-development costs of developing affordable housing	BCDC requests \$600,000 revolving fund to be able to respond quickly when a prospective development opportunity presents itself. Expenditures will include deposits, architectural drawings, permitting, legal. These funds will be repaid with the permanent sources at the time that the financing closes, and will then be recycled back into the fund.	\$600,000.00	\$400,000.00
23-59	Brookline Community Foundation	Sustaining Brookline's Safety Net(work)	The Brookline Community Foundation (BCF) remains the standalone nonprofit organization best positioned to engage with and support the broadest reach of community partners in Brookline seeking to address the inequities exacerbated by the COVID-19 pandemic. Through the continuation of BCF's Safety Net Grant Program, BCF will vet and work with a diverse array of organizations to provide emergency assistance for individuals and families disproportionately impacted by the pandemic.	\$2,000,000.00	\$1,089,884.69
23-60	Brookline Community Foundation	Brookline Grants for Racial Equity and Transformation (B. Great)	BCF's Racial Equity Grant Program provides funding to address racial equity gaps that affect the quality of life for BIPOC people in Brookline and is the only grant program in Brookline that aims to address the impact of racism on the health, well-being, and overall quality of life for communities of color and reallocate resources and power to those members of our community who have been historically marginalized and disadvantaged. Support from ARPA in sustaining if not expanding this program (to Brookline Grants for Racial Equity And Transformation, or B.GREAT) would ensure that the Brookline community maintains its commitment to supporting people of color, particularly those most negatively impacted by COVID and others who have been historically and/or are currently marginalized and disadvantaged.	\$1,000,000.00	\$500,000.00
Total: \$16,632,115.31					\$10,700,000.00

Proposals not included in the final slate shown on the next page

Proposals Not Included in the Final Slate

Proposal #	Department/ Organization	Project Name	Project Summary	Original Requested Amount
23-3	Brookline Broadband	Better Broadband for Brookline - RFP	The Town of Brookline should increase the availability, affordability, accessibility, and quality of broadband services in Brookline, particularly for underserved residents.	\$40,000.00
23-4	Brookline Broadband	Better Broadband for Brookline - Infrastructure	The Town of Brookline should increase the availability, affordability, accessibility, and quality of broadband services in Brookline, particularly for underserved residents.	\$7,000,000.00
23-12	Black N Brown Club, Inc.	BNBC Job Skills - Aviation Training Program	The Black N Brown Club is establishing a 'first of its kind' training pipeline for low-income, BIPOC residents of Brookline to enter the general commercial aviation and drone aviation fields. This project will increase the number of BIPOC, which are underrepresented, in these high-demand industries while promoting economic mobility for low-income residents through advanced training and skills development.	\$2,514,000.00
23-22	Information Technology	ITD Point-to-Point Optical Transport Services between 333 Washington Street and 1 Summer Street	We are seeking \$65K to obtain dark or lit fiber for point-to-point optical transport services between 333 Washington Street to 1 Summer Street, Boston.	\$65,000.00
23-25	Bossman Construction Managment	Affordable Housing Program	Bossman Construction in partnership with Black and Brown Club will be purchasing vacant residential properties locally to develop them into affordable housing units for low income, BIPOC, and vulnerable families. All construction renovations will be interior, thereby maintaining the existing character of the building in the community while increasing affordable housing and creating a path for homeownership for low-income, BIPOC, those otherwise disproportionately impacted by COVID-19 and other similarly vulnerable populations of Brookline residents.	\$1,300,000.00
23-27	Recreation	Robert T. Lynch Golf Course - Off Grid Golf Cart Storage Structure	We would like to replace our gas carts with electric costs, increase costs in the building industry make it difficult for a public golf course to afford getting off fossil fuels.	\$320,000.00
23-32	Police	Safety and Community Enhancement Improvements for the Public Safety Building	We are seeking to enhance the lobby of our public safety headquarters 1.) to address accessibility and mobility issues, 2.) to accomodate victims, including the most vulnerable, who need to discuss issues in a private setting and 3.) to ensure officer safety from airbourne illnesses such as COVID as well as from criminal ats of violence towards police.	\$15,000.00
23-34	Mothers Out Front	Addressing Health Equity for Renters by Reducing Exposures to and Risks from Gas Stove Emissions	Gas stoves are responsible for about 15 percent of childhood asthma cases in the Commonwealth, a risk equal to living with someone who smokes indoors (see reference #1 in attached "Additional Information"). This pilot aims to provide a pathway for self-identified renters or residents of low income to reduce these health risks by obtaining a free portable induction cooking kit.	\$10,700.00
23-39	Building	Town Hall COVID-Resilient Renovation	Switch from Fossil Fuel to Electric Power	\$2,100,000.00
23-42	Brookline Improvement Coalition, Inc. (DBA: Brookline Community Development Corporation)	Improving Brookline's Safety Net	Brookline has many people in need, yet the current safety net often excludes people. This proposal seeks to find the gaps and propose solutions. In the interim, it will also offer support to those in need by promoting a needs clearinghouse.	\$320,002.00
23-49	Recreation	Fleet Deferred Replacement	COVID effectively halted regular fleet upgrades for many agencies. Now their vehicles are far beyond their regular life cycles. I am requesting to replace an outdated Sedan.	\$60,000.00
23-50	Nigerian Professional Group, Inc.	Google Coursera Certification Program	NPG in partnership with BACE and BNBC will provide a Training Consultant Service of elite, highly educated, professionals to assist those enrolled in the Google Training Scholarship Program (Coursera: https://www.coursera.org/google-career-certificates) to ensure they have all of the technical and tutoring support needed to successfully complete the course and have the opportunity to gain employment in the field. These Training Consultant Services will be available to all 500 scholarship recipients given from Google, most likely in small cohorts through the 1 year period to complete the courses to ensure maximum efficiency and effectiveness which will increase the number of BIPOC, which are underrepresented, in these high-demand industries while promoting economic mobility for low-income residents through advanced training and skills development.	\$300,000.00

Applicant withdrawn

Sub-Total: \$14,044,702.00

CONCURRENCE

			Original Request
<u>lex/3802</u>	23-5	Society of st. Vincent de Paul - St. Mary of the A	\$50,000.00
<u>lex/3805</u>	23-6	Brookline Commission for the Arts	\$17,700.00
<u>lex/3859</u>	23-7	Brookline community Development corporaouon	\$756,000.00
<u>lex/3813</u>	23-13	Black N Brown CuD, Inc.	\$4,835,000.00
<u>lex/3814</u>	23-14	Select Board	\$4,978,040.00
<u>lex/3815</u>	23-15	Brookline Food Pantry	\$400,000.00
<u>lex/3818</u>	22-18	FriendshipWorks, Inc.	\$50,040.00
<u>lex/3821</u>	23-21	Gateway Arts (A program of Vinfen Co	\$30,000.00
<u>lex/3827</u>	23-30	Public works	\$74,500.00
<u>lex/3828</u>	23-31	School	\$442,000.00
<u>lex/3832</u>	23-44	Her Wings First	\$53,667.99
<u>lex/3842</u>	23-46	Brookline Center for Community Mental Health	\$49,972.32
<u>lex/3843</u>	23-47	Brookline Asian American Family Network/ Publi	\$103,735.00
<u>lex/3847</u>	23-51	Brookline Teen Center	\$716,460.00
<u>lex/3858</u>	23-56	Brookline Community Development Corporation	\$600,000.00
<u>lex/3855</u>	23-59	Brookline Community FoundationSafety Net Pro	\$2,000,000.00
<u>lex/3856</u>	25-60	Brookline Community FoundationRacial Justice ;	\$1,000,000.00
			TOTAL \$16,157,115.31

NON-CONCURRENCE

<u>lex/3839</u>	23-43	Brookline tor Racial Justice & Equity	\$475,000.00
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RE-ALLOCATION OF \$475,000

<u>lex/3839</u>	23-43	Brookline tor Racial Justice & Equity	
<u>lex/3839</u>	25-60	Brookline Community FoundationRacial Justice and Equity Fund	

TOTAL

FundingRecommendatiorn

\$50,000.00

\$17,700.00

\$756,000.00

\$1,000,000.00

\$4,978,040.00

\$300,000.00

\$50,040.00

\$30,000.00

\$74,500.00

\$55,000.00

\$53,667.99

\$49,972.32

\$103,735.00

\$716,460.00

\$400,000.00

\$1,089,884.69

\$500,000.00

\$10,225,000.00

\$475,000.00

-\$475,000

\$50,000

\$425,000

\$10,700,000.00



Ben Kaufman, Town Clerk

Town of Brookline Massachusetts

Town Hall, 1st Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2010 Fax (617)
730-2043

April 12, 2023

«FirstName» «MiddleName» «LastName» «Suffix»

«Address» «UnitNumber»

«City», «State» «PostalCode»

Dear Resident,

The Town of Brookline prepared this mailing, pursuant to GL c. 53, § 18B, to provide residents information about local ballot questions at the Annual Town Election on May 2, 2023.

As provided by law, proponents and opponents of each question prepared and wrote 150-word arguments and these arguments reflect their opinions, and not the opinions of the Town of Brookline. The Town of Brookline does not endorse these arguments, nor does the Town certify the truth or accuracy of any statement made in these arguments.

Listed with each question is the identity of the advocates, and any relevant organizations, who wrote each argument. Any written comments by others, and earlier drafts about each argument, are on file in the Office of the Town Clerk and will be available to the voters at all polling places.

For information about Early Voting, Voting by Mail, Registering to Vote, and other election-related information, please visit:

brooklinema.gov/townclerk

Questions 1 through 3 are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass.

Question 1

Shall the Town of Brookline be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to pay costs of constructing a new PreK-8 School which includes renovations/addition to the existing historic Pierce School and other site improvements including reconstruction and repair of the Town Hall and Pierce School garages which are beneath the new school and the Town Park across School Street, including the payment of all costs related to designing the new school project, equipping and furnishing the school, site improvements, and all other costs incidental and related thereto?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

Proposition 2 ½ allows a Town to raise funds for the payment of certain capital projects and for the payment of associated debt service costs. This process is called a "debt exclusion", which is a temporary tax levy increase until the Town pays off the bonds.

Question 1 is a debt exclusion question.

If passed, this ballot question would fund the renovation of the John Pierce School in the Brookline Village neighborhood.

The proposed renovation includes:

- i. a full demolition of the Pierce School Building facing School Street, which was added in 1973, and construction of a new building in its place;
- ii. renovations and additions to the historic Pierce School Building facing Pierce Street, which dates to 1855;

12.A.

- iii. reconstruction and repair of the park across School Street; and
- iv. other site improvements including the reconstruction and repair of the Town Hall and Pierce School garages underneath the 1973 Pierce School Building.

When complete, the new Pierce School will have the capacity to educate approximately 725 K-8 students in a four-section, fully Americans with Disability Act-compliant building. The new Pierce School will also contain three classrooms for preschoolers in the Brookline Early Education Program, known as BEEP.

A “yes” vote on this question would allow a temporary property tax increase to pay for the bonds necessary for the Pierce School Building capital project.

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Q. 1 Proponent:

Jeff Rudolph, Campaign Manager
YES For Brookline
29 Greenough Street,
Brookline, Massachusetts
Lisa Sears, Treasurer;
State Representative Tommy Vitolo, Campaign Co-Chair;
School Committee Member Andy Liu, Campaign Co-Chair;
Select Board Member Mike Sandman, Campaign Co-Chair

Brookline desperately needs a new Pierce School. Please vote YES to build it.

The Pierce School in Brookline Village houses 700+ K-8 students in a building designed for ~550. Twelve classes (~250 kids) and the library must function daily in one multi-story open space—a difficult learning environment for easily distracted students. Kids with hearing or other physical limitations cannot fully participate—they must be reassigned to other schools. Voting YES approves a 21st Century, fossil-fuel-free, safe, accessible, and appropriately-sized school.

With Massachusetts contributing up to \$38 million, the school will cost Brookline ~\$172 million—similar in cost to recent, comparable projects elsewhere. There is no realistic, less expensive alternative. Voting no will forfeit state funding and incur additional cost inflation. A renovation to code would cost nearly as much money and leave many problems unsolved.

See for yourself—take a tour. Sign-ups, and much more information, available at: <https://yesforbrookline.com/>
SEE QR CODES ON P. 3.

Q. 1 Opponent:

Spend Smart Brookline
Post Office Box 470664
Brookline, Massachusetts 02447

- Pierce needs improvements, but **\$212M for one school** is outlandish - Most expensive elementary school in MA history.
- Plan is too large, too elaborate – result of flawed process, **no budget**. We need accountability.
- Lost state matching funds because too many “extras.”
- **Enrollment** has dropped – \$122 million Driscoll will open one-third empty.
- **Options** to renovate or modestly rebuild – saving tens of millions – were **cast aside**. That’s **poor planning**.
- Property **taxes and fees rose 36%** in the past five years.
- Immediate **5% tax increase** – Pierce contributes to **additional 23%** in next five years.
- Increase lasts **25 years, \$314 million** with interest.
- Town is over **half billion** dollars in **debt**.
- Revision can cost less – **No other town** is building as expensively and putting as high a **tax burden** on residents for **one elementary / middle school**.
- **Demolition** of massive concrete structure has major **climate impacts** – **Greenest approach** is re-use, not new construction.
- <https://www.SpendSmartBrookline.org/no1>

SEE QR CODES ON P. 3

12.A.

Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If both Questions 2A and 2B pass, the question with the highest dollar amount will prevail over the other.

Question 2A.

Shall the Town of Brookline be allowed to assess an additional \$11,983,367 in real estate and personal property taxes for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as “Proposition 2 ½,” limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an “override” or an “exclusion,” Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit’s usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

By passing an “override,” Proposition 2 ½ allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2A is an override question.

If passed, this question would increase property taxes by \$11,983,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained. The municipal, or “Town”, portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department’s deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested.

Question 2A, and the following Question 2B, both request authorization to assess additional property taxes. Question 2A does not include all the requested increases in property taxes that Question 2B does.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A “yes” vote on this question allows a permanent \$11,983,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000).

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

DIRECTORY OF QR CODES PROVIDED BY CONTRIBUTORS TO THIS PAMPHLET

YES For Brookline



SPEND SMART



TAX CALCULATOR
(from Town Assessor)



YES ON 3



12.A.

Q. 2A Proponent:

Jeff Rudolph, Campaign Manager
YES For Brookline
29 Greenough Street,
Brookline, Massachusetts
Lisa Sears, Treasurer;
State Representative Tommy Vitolo, Campaign Co-Chair;
School Committee Member Andy Liu, Campaign Co-Chair;
Select Board Member Mike Sandman, Campaign Co-Chair

Massachusetts municipalities cannot raise real estate taxes more than 2-1/2% per year without a town-wide vote. Brookline's expenses have risen by 4% a year or more. Every year it is more difficult to maintain roads, schools, and public safety services. Brookline is asking voters to raise taxes by \$11.98 million in three steps:

	Town (Million \$)	Schools (Million \$)
2023-24	\$ 2.860	\$ 3.690
2024-25	\$ 1.120	\$ 1.710
2025-26	<u>\$ 1.015</u>	<u>\$ 1.580</u>
	\$ 4.995	\$ 6.980

Total by 2025-26:	\$ 11.98
% increase in taxes:	4.20%

The case for the override is simple: To maintain Town and School services and catch up on road and building repairs, we need more revenue. Please vote for Question 2A even if you vote for Question 2B. See where the money will go here:
<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>.

See the impact on the property you live in here:

<https://apps.brooklinema.gov/assessors/odesearch.asp>

SEE QR CODES ON P. 3.

<https://yesforbrookline.com/>

Q. 2A Opponent:

A.K. Nandakumar and Roger Blood

Property taxes have increased 36% in just five years. They will jump another 23% in the next five years if Questions 1 and 2 pass (inclusive of other known debt). Brookline's outstanding debt is nearly \$1/2 billion. That's 60% more than what it was only five years ago.

The proposed \$12 million operating override -- by far the largest in Brookline's history -- raises annual taxes over 4%, compounded annually. Government by override is necessary only when there is no political will to close our growing operating deficit.

Voting No on Question 2A will tell our Town and School officials that fixing Brookline's structural budget deficit -- including controlling costs--should be their highest priority.

Residents deserve accountable leadership.

Brookline cannot be affordable when large overrides are scheduled every few years. To avoid facing yet another override 3-4 years down the road, we must say No to Question 2 now.

SEE TAX CALCULATOR ON P. 3.

Question 2B.

Shall the Town of Brookline be allowed to assess an additional \$13,833,367 in real estate and personal property for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

12.A.

By passing an “override,” Proposition 2 ½ allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2B is an override question.

If passed, this question would increase property taxes by \$13,833,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained, and the \$13,833,367 override would provide \$1,850,000 in funding for a municipal composting collection service.

The municipal, or “Town”, portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department’s deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested. Finally, this question also includes \$1,850,000 in funding for a municipal composting collection service.

Question 2B, and the previous Question 2A, both request authorization to assess additional property taxes. Question 2B includes the increases in property taxes from Question 2A and more—funding for municipal composting.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A “yes” vote on this question allows a permanent \$13,833,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000).

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes ____ No ____

Q. 2B Proponent:

Jeff Rudolph, Campaign Manager
YES For Brookline

Lisa Sears, Treasurer; State Representative Tommy Vitolo,
Campaign Co-Chair; School Committee Member Andy Liu,
Campaign Co-Chair; Select Board Member Mike Sandman,
Campaign Co-Chair, Yes for Brookline, 29 Greenough Street,
Brookline, Massachusetts 02445, Brookline, Massachusetts 02445

Voting “Yes” for Question 2B accepts the \$11.98 million requested in Question 2A, and adds funding for a new service, town-wide composting. Composting will reduce trash costs, reduce the rodent population, and help the environment. The additional cost for composting will add \$1.85 million, or 0.65% to our taxes.

Composting -	\$1.8
add'l cost:	5M
% increase in	0.65
taxes:	%

According to the 2020 US census there are almost 27,000 households in Brookline. Based on the projection of the number that will participate, \$1.85 million will cover the Town’s costs.

When you vote for Question 2B, please also vote for Question 2A. That helps ensure that funds requested in 2A win approval.

Census data here; scroll down to see the number of households:

<https://censusreporter.org/profiles/16000US2509210-brookline-ma/>

See where the money will go:

<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>

See the tax impact where you live:

<https://apps.brooklinema.gov/assessors/odesearch.asp>

QR Codes on p.3. More info here:

<https://yesforbrookline.com/>

Q. 2B Opponent:

Paul Hsieh, TMM pct. 4
115 Walnut Street
Brookline, MA 02445 Opponent:

Full disclosure: I am a strong supporter of town wide composting in Brookline.

I oppose Question 2B because this plan is not ready for prime time and is unlikely to achieve town wide composting.

Currently, 2000 Brookline households are paying \$120/year to compost with Black Earth. The green bin costs \$29.50.

Question 2B asks for \$1.85 million/year to **offer** composting with an extra undisclosed opt-in fee. In other communities, tax-funded opt-in composting without extra fees results in about 30% participation. 30% of 13,000 households with municipal service is 4000. Composting for 4000 households privately would cost \$480,000/year. Unless all 13,000 households opt in, 2B will create a tax surplus that will end up in the general fund.

No on 2B is **not** no on town wide composting. It is no to an unspecified tax surplus. If you want townwide composting, as I do, advocate for a more thoroughly town-vetted process.

Question 3.

Shall the Town of Brookline adopt the following changes to the Town's General Bylaws that would limit the number of Storefront Marijuana Retailer licenses to no more than four, consistent with Warrant Article 15 of the November 2022 Special Town Meeting?
TOWN COUNSEL SUMMARY:

If passed, this local ballot question would limit the number of storefront marijuana retailer licenses in the Town to four or less. The November 2022 Special Town Meeting passed this proposed bylaw as Warrant Article 15. State law requires that the Town of Brookline voters decide whether to adopt this bylaw change. G.L., c. 94G, § 3(e).

The license cap will stay unchanged for all other license types. These other license types include marijuana delivery operators, social consumption retailers, and marijuana couriers. The present license cap for each license type equals 20% of the number of liquor licenses for off-premises alcohol consumption that the Select Board has issued. Today, the cap is five.

A "yes" vote on this question would limit the number of storefront marijuana retailer licenses in the Town to four or less.

A "no" vote would make no changes to the number of storefront marijuana retailer licenses in the Town.

TEXT OF THE BYLAW:**Section 8.37.4 Caps on the Number Select Board Licenses for Marijuana Retailers**

The Select Board shall not issue more Marijuana Establishment licenses in each of the following categories of Marijuana Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, §15, as rounded up to the nearest whole number in the event the number is a fraction: a) Marijuana Delivery Operators, b) Social Consumption Retailers, and c) Marijuana Couriers.

The Select Board shall not issue more than four Storefront Marijuana Retailer licenses.

Yes _____ No _____

Q.3 Proponent:

Susan Park, President
Parents for Yes on 3
Post Office Box 786
Brookline, Massachusetts 02446
www.yesonthree.org

Town Meeting recently approved a limit on cannabis storefronts to the existing four. State law requires a YES vote on Q3 to finish the process of adopting this limit. Vote **Yes to Keep the Cannabis Cap**. Otherwise, 1-3 more stores are likely. In Brookline, cannabis storefronts outnumber supermarkets and hardware stores. A YES vote allows different businesses to flourish while maintaining access to cannabis at four dispensaries.

Recent state law changes dramatically decreased the revenue towns collect from cannabis. Revenue from our existing shops will remain.

Brookline has 8 unused social equity licenses for warehouses and couriers. These could enable individuals from underrepresented communities to participate in the cannabis industry. Those 8 social equity licenses will remain available regardless of the Q3 outcome.

By **voting YES to confirm the bylaw**, we also help parents to navigate the footprint of the industry in Brookline, while ensuring continued access to cannabis.

SEE Q.3 QR CODE ON P.3.

Q.3 Opponent:

For Brookline PAX
Marty Rosenthal, Co-chair, TMM pct. 9,
62 Columbia Street, Brookline, Massachusetts
Neil Gordon, Co-chair, TMM pct. 1,
87 Ivy Street, Brookline, Massachusetts
Donelle O'Neal, Sr., Board Member, TMM pct. 4,
68 Village Way, Brookline, Massachusetts

Question 3 is the latest effort of persistent, vocal, well-intentioned (but we believe misguided) anti-cannabis activists to limit legal cannabis sales in Brookline. After Brookline voted 61-39% (a state ballot question) to legalize cannabis, Town Meeting consistently voted against unreasonable restrictions. Question 3 proponents argue that Town Meeting voted to restrict licenses, but many Town Meeting Members thought only that voters should decide this. Brookline has granted four of its five authorized licenses, and with a new Cannabis Equity Policy will likely reserve the other for Social Equity applicants, partially mitigating adverse, racially tinged impacts on populations disproportionately harmed by neo-Prohibition, from 1936's *Reefer Madness* through Nixon's *War on Drugs*, and beyond. Limiting licenses won't reduce cannabis consumption, including by teens for whom it is risky. It would foreclose a Social Equity license, and shift some purchases to non-Brookline dispensaries, reducing much-needed Town tax revenue. Please Vote NO on Q. 3.

ARTICLE 19x ARTICLE

Submitted by: Adeniyi Ijanusi

To see if the Town will create a Brookline Black N Brown Commission:

ESTABLISHMENT

To Create a Brookline Black N Brown Commission.

FUNCTION AND PURPOSE

The function of the Commission shall be to:

- (a) Act as a centralizing force in the Town of Brookline and the community which will deal with all Black and Brown issues providing information, referral, guidance, and coordination to educate and to offer and provide technical assistance to other public agencies and private persons, organizations and institutions engaged in activities and programs intended to eliminate systemic, racism prejudice and discrimination against a person because of the color of their skin and racial status as Black and Brown.
- (b) Take such action as the Commission considers appropriate to advance the aims of the State Equal Rights Amendment to ensure the equal status of Black and Brown persons of every race, creed, color, national origin, age, gender identity or gender expression, and sexual orientation.
- (c) The term "Black and Brown" in this Warrant Article shall include:
 - I. Black will refer to persons that are African, or African American, with emphasis on those descended from slavery.
 - II. Brown refers primarily to Latinx and Indigenous persons that suffer from the institutional harms of being racially marginalized, as well as other minorities that are similarly marginalized due to the color of their skin. This does not encompass all racial minorities, as not all racial minorities are marginalized in the same ways. This commission is to address the specific marginalization of these populations most disenfranchised in Brookline.

POWERS AND DUTIES

The powers and duties of the Commission shall include the following:

- (a) To ensure equity in the status of Black and Brown people in Brookline.

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(b) To design and implement programs that promote equity for all Black and Brown people in the Town of Brookline.

(c) To develop recommendations and recommend policy to all departments, divisions and agencies of the Town, including the Select Board.

(d) To act as liaison with all departments and divisions of Town government on issues affecting Black and Brown people

(e) To initiate and coordinate and monitor the enactment of legislation which promotes equal status of Black and Brown people on the Municipal, State, and Federal levels, and to assure that appropriate regulations are adopted and enforced pursuant to such legislation.

(I) To work with and assist the appropriate Town agencies in their investigation of incidents of discrimination against Black and Brown people.

(g) To obtain from Town departments, divisions, and agencies, information necessary to carry out the functions, purposes, programs, and activities of the Commission.

(h) To initiate public exhibits and media events in Town Hall, Town libraries, and other town-owned property as well as in other locations within and without the Town.

(i) To raise funds for the use of the Commission and to accept money, gifts and services for its exclusive use.

G) To recruit and recommend prospective Commissioners for subsequent appointment by the Select Board.

(k) To appoint task forces to assist the Commission in its operations.

(I) Such other powers and duties as may be agreed on by the Select Board and the Commission.

MEMBERSHIP, APPOINTMENT, TERM

(a) The Commission shall consist of thirteen members, 12 of whom shall be appointed via residents voting in the neighborhoods they reside in. 1 will be appointed by the Town via the Select Board, to serve for a term of three years.

(b) The initial appointments shall be made by a voting process overseen by local community leaders. If any positions cannot be filled, or when a vacancy occurs, an appointment shall be made by the Commission to serve for the remainder of the term. A person is not precluded from serving more than one term. Commissioners must be residents of the Town of Brookline.

ELECTION OF CHAIR & BY-LAWS

The members of the Commission shall elect a Chair, vice chair, treasurer and secretary, from among its members, and shall adopt by-laws for the Commission.

ANNUAL REPORT

The Commission shall make an Annual Report of its program and activities to the Select Board.

or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

No explanation submitted.

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SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 11ELEVENTH ARTICLE

Submitted by: Committee on Town Organization and Structure

To see if the Town will amend the first paragraph of Section 2.5.2, the first paragraph of Article 3.22, and Section 2.1.3 of the General By-Laws as follows (insertions in **bold underline**, deletions in ~~strikethrough~~):

SECTION 2.5.2 COMBINED REPORTS

The explanation and relevant data submitted by the petitioners for a petition article shall be included, together with the article, in the combined reports. The Select Board and the Advisory Committee (or in the alternative to the full Advisory Committee a subcommittee of the Advisory Committee) each shall hold at least one duly noticed public hearing **on all articles** prior to a final vote of the Select Board or the Advisory Committee, as the case may be, on any article in the Warrant. The Select Board and the Advisory Committee shall prepare written reports, stating their **its** recommendations, **if any**, and the reasons **for each such recommendation or a decision not to make a recommendation** therefor, for all articles in the Warrant for a Town Meeting. **The Select Board shall give priority to making recommendations on articles that (1) have been submitted by a Town department, board, committee, or commission; (2) request action by the Massachusetts state legislature; (3) propose to amend any Town by-law; (4) authorize or require the Town to enter binding agreements; or (5) involve any appropriation of funds. The Advisory Committee, in accordance with Section 2.2.6 (General Duties), shall prepare written reports or recommendations on any or all articles.** The reports **of the Select Board and Advisory Committee** shall be included in the combined reports to be emailed or mailed upon request as follows:

ARTICLE 3.22

THE PUBLIC'S RIGHT TO BE HEARD ON WARRANT ARTICLES

Any committee as defined in section 1.1.4, before taking ~~its first or only vote~~ **a vote on a report or making a recommendation to Town Meeting** with respect to an Article on the Warrant, must hold a duly noticed public hearing with respect to the Article, and the committee's permanent record must record that a duly noticed public hearing with respect to such Article occurred before such vote.

Due notice of the public hearing shall be satisfied if the due notice complies with the Open Meeting Law (G.L. C. 30A, secs. 18 et seq.) and By-law 3.21.3(a).

The vote may take place at any time or date after the completion of the duly noticed public hearing.

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This Article shall not apply to the plenum of the Advisory Committee or School Committee, provided a subcommittee of those bodies assigned to review and report to the full Committee on a warrant article complies with the by-law by holding a duly noticed public hearing before any vote on said warrant article.

SECTION 2.1.3 FILING OF ARTICLES

All Articles for insertion in the Warrant for any Annual or Special Town Meeting shall be filed in the office of the Select Board prior to 12:00 noon on the ~~75th~~ 90th day preceding the scheduled date of the opening session of said meeting. On the ~~75th~~ 90th day preceding the scheduled date of the opening session of said meeting, the Warrant shall be closed, and as soon as practicable thereafter signed, including only those Articles filed by the ~~75th~~ 90th day preceding said scheduled date.

Or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

This petitioner's description serves as the explanation of the warrant article submitted by the Committee on Town Organization and Structure (CTO&S), as well as the CTO&S report on the subject matter of Article 5 of the November 2022 Town Meeting, which that Town Meeting voted to refer to CTO&S.

SUMMARY

The average number of articles on the warrant for Town Meeting has increased by 50% since 2018. This warrant article recognizes the impact of this increase and offers proposals for considering and reporting on the increased number of articles. Unlike Article 5 of the November 2022 Town Meeting, this warrant article includes a clear requirement for the holding of public hearings on warrant articles and offers guidance as to which articles the Select Board should make recommendations on. It would amend the General Bylaws to require that the Select Board and Advisory Committee hold public hearings on all warrant articles and to clarify the existing bylaw requirement for holding such hearings. The warrant article would amend Section 2.5.2 of the General Bylaws to recognize that the Select Board may choose not to offer a recommendation on every warrant article, but the Select Board would be required to explain why it has declined to make a recommendation. Section 2.5.2 also would be amended to specify that the Select Board should give priority to five important categories of warrant articles: those that (1) have been submitted by a Town department, board, committee, or commission; (2) request action by the Massachusetts state legislature; (3) propose to amend any Town by-law; (4) authorize or require the Town to enter binding agreements; or (5) involve any appropriation of funds. The warrant article also would extend the period from the closing of the warrant until the first session of Town Meeting from 75 days to 90 days by amending 2.1.3. This would

allow the Select Board and Advisory Committee to have more time to consider the increased number of articles on the warrant for each Town Meeting. Finally, the proposed article would amend 3.22 to better clarify that any committee, as defined in section 1.1.4, would be required to hold a public hearing only for those articles on which it votes on a report or makes a recommendation to Town Meeting. Beyond this warrant article, additional steps are necessary to limit the number of warrant articles or to make more time available for the Select Board and Advisory Committee to consider them.

BACKGROUND

The Increasing Number of Warrant Articles for Each Town Meeting

In recent years, the number of warrant articles for Town Meetings has increased significantly. Since May 2018, each Town Meeting has had an average of 37.8 articles on the warrant, a 50% increase compared to the average of 25.2 articles for Town Meetings between May 2001 and November 2017. Before May 2018, most Town Meetings considered 20–30 warrant articles. Since May 2018, the range has been 30–40 articles, and four Town Meetings have had over 40.

For any given Town Meeting, the number of articles on the warrant may not give an accurate indication of the amount of time that Town Meeting, the Select Board, Advisory Committee, and other boards, committees, and commissions must devote to considering those articles. Some articles are simple or uncontroversial. Sometimes groups of related articles can be considered simultaneously. Sometimes petitioners decide not to move their articles, although such decisions may not come until those articles have been debated by the Select Board and Advisory Committee. Nevertheless, over the past five years, the sustained increase in the number of warrant articles has required Town Meeting, the Select Board, the Advisory Committee, and other committees to spend more time reviewing and voting on warrant articles.

The Select Board's Decision ("Experiment") Not To Take A Position on Some Articles

Faced with a growing number of warrant articles that required more and more attention from its members and Town staff, the Select Board decided to save time by taking a position on some, but not all, of the articles on the warrant for the May 2022 Annual Town Meeting. Articles on which the Select Board did not take a position (i.e., make a recommendation) included those that were beyond the Select Board's jurisdiction (e.g., national and international issues such as the U.S. embargo against Cuba) and issues on which the Select Board already had taken a position (e.g. leaf blowers). The Select Board elected to take a position on articles for which a Town department was the petitioner, as well as those that were controversial and involved Town assets. By applying these criteria, for the May 2022 Town Meeting the Select Board took a position on approximately two-thirds of the articles on the warrant. The Select Board deemed this experiment a success and decided to follow a similar procedure for the November 2022 Town Meeting. The

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Select Board reported that for the November 2022 Town Meeting it used the following criteria for choosing the articles on which to offer recommendations:

- (1) Is the petitioner part of the Town, such as the Select Board or a Town Department?
- (2) Are there substantial budget implications for the Town?
- (3) Is the article likely to be controversial?

As it applied these criteria, the Select Board took a position on approximately half the articles on the November 2022 warrant.

Article 5 of the November 2022 Town Meeting

The Select Board placed Article 5 on the warrant for the November 2022 Town Meeting to formalize the process that the Board had followed at the May and November 2022 Town Meetings. Article 5 would have amended Section 2.5.2 of the General Bylaws to remove the requirement that the Select Board and Advisory Committee prepare written reports with recommendations for “*all* articles in the Warrant for a Town Meeting.” By deleting “*all*” Article 5 would have enabled the Select Board and Advisory Committee to choose the articles on which they would offer reports and recommendations to Town Meeting. The Select Board’s members argued that this change would allow “them to focus on warrant articles that directly affected their work instead of holding hearings on articles that were not germane to their interests and authority.”

Referral of Article 5 at the November 2022 Town Meeting

CTO&S moved to refer the subject matter of Article 5 to CTO&S because the Committee had three concerns.

First, Article 5 could have deprived Town Meeting of the Select Board’s valuable advice on important warrant articles. The Select Board has a unique and important role in reviewing Town Meeting articles. As the executive branch of Town government, the Select Board is responsible for overseeing the operations of Town departments, approving upper-level hiring, and appointing members of boards, committees, and commissions. The Select Board has the experience, knowledge, staff support, and access to information that enable it to offer important insights into the likely effects of warrant articles. It has the ability to alert Town Meeting to potential problems in implementing, administering, enforcing, or funding warrant articles that change the Town’s bylaws or require the appropriation of funds. In many cases, the Select Board can play an indispensable role in vetting warrant articles carefully and thoroughly.

Second, if approved, Article 5 might reduce the number and quality of public hearings on warrant articles. The two Brookline bylaws that require public hearings on warrant articles (Section 2.5.2 and Article 3.22), both mandate public hearings by the Select Board and the Advisory Committee (or a subcommittee of The Advisory Committee) when a vote is taken. If Article 5, as proposed, had removed the requirement that the Select Board and

Advisory Committee prepare written reports with recommendations for “*all* articles in the Warrant for a Town Meeting” (emphasis added), it is possible that neither body would hold a “final vote” or “first or only vote” on some warrant articles. Such a change would eliminate the requirement that a public hearing be held. There is a general recognition that public hearings play an important role in the review of warrant articles before Town Meeting. One reason for referring the subject matter of Article 5 to CTO&S was to explore ways of guaranteeing that public hearings were held even if the Select Board and Advisory Committee were not required to report or make recommendations on all warrant articles.

Third, Article 5 did not differentiate between the Select Board and the Advisory Committee. Article 5 was placed on the warrant by the Select Board. The explanation is written entirely from the perspective of the Select Board, but the provisions of Article 5 also applied to the Select Board. CTO&S argued that referral of Article 5 was necessary either to consider whether the Advisory Committee should be required to report on certain categories of warrant articles *or* to revise Section 2.5.2 of the bylaws to make it consistent with the recently amended Section 2.2.6 (General Duties).

Article 29 of the November 2020 Town Meeting amended the Town’s General Bylaws as follows to give the Advisory Committee greater latitude in deciding what to consider and the option of making reports or recommendations on warrant articles:

SECTION 2.2.6 GENERAL DUTIES

The Committee shall consider any or ~~and~~ all municipal questions, including appropriation requests and proposed action under all articles in the warrant for a Town Meeting, for the purpose of making reports ~~or~~ ~~and~~ recommendations to the Town.

The November 2022 Town Meeting by a vote of 162 in favor, 79 opposed, with 11 abstentions decided to refer the subject matter of Article 5 to CTO&S with a request that CTO&S consider amendments to the relevant bylaws and deliver a report no later than the May 2023 Town Meeting.

After the vote to refer Article 5, many Town Meeting members expressed concern that the Select Board had not taken a position or conducted a focused public hearing on several controversial and complicated articles that had been placed on the November 2022 warrant by the Zero Admissions Advisory Board (ZEAB). Some Select Board members agreed that the Board made a mistake in not taking a position on those articles.

CTO&S CONSIDERATION OF THE REFERRED SUBJECT MATTER OF ARTICLE 5

CTO&S met to consider the subject matter of Article 5 on January 25, February 8, February 23, February 28, and March 2, 2023. The January 25 and March 2 meetings included public

hearings. Members of the Select Board and Advisory Committee participated in several of these meetings.

CTO&S attempted to balance the need to ensure that the Select Board and Advisory Committee fulfill their responsibilities with the fact that the increasing number of warrant articles has made it difficult to give every article serious attention. There was general recognition that some articles were more important than others. Town Meeting would, for example, benefit more from the reports and recommendations of the Select Board on complicated articles that created new sets of regulations, procedures, or funding mechanisms than on articles on topics such as U.S. foreign policy.

CTO&S ultimately voted to submit a warrant article that includes three bylaw amendments regarding how the Select Board and Advisory Committee review warrant articles, the requirement that public hearings be held, and the length of the time period between the closing of the warrant and the opening session of Town Meeting,

The three bylaw amendments reflect the following conclusions that emerged as CTO&S considered the subject matter of Article 5 of the November 2022 Town Meeting.

- *The Importance of Public Hearings.* Public hearings on warrant articles are, first and foremost, an opportunity for members of the public to offer comments, but they serve many other purposes. Public hearings can provide feedback to petitioners, who may then decide to reconsider or modify their warrant articles. They help the Select Board or Advisory Committee to decide what to recommend to Town Meeting. Particularly when the hearings are televised, they also educate the public and Town Meeting members about the issues raised by petitioners, as well as the status and strengths and weaknesses of warrant articles. This public education function is particularly important now that Brookline does not have a print newspaper. Select Board public hearings are prominent and are made available to a wide audience by the Brookline Interactive Group. Public hearings also could help the Select Board (or Advisory Committee) to decide whether to make a report or recommendation on a warrant article. In the absence of a public hearing, the implications of a warrant article and its potential for generating a contentious debate may not be clear.

CTO&S concluded that it was particularly important for the Select Board to hold public hearings on all warrant articles. While it was recognized that the Advisory Committee often does the most in-depth analyses of warrant articles, the Select Board's meetings are the only ones that are both publicly televised and generally scheduled for the same day and approximate time each week. CTO&S believes that it is important to give the proponents and opponents of articles this opportunity to articulate their positions, to identify issues for Select Board consideration, and to permit the televised Select Board hearings to serve as a vehicle for public education.

The Town has traditionally afforded all individuals who wished to speak the opportunity to do so at a noticed public hearing. In response to concerns that proponents or opponents, or both, could “flood” a Select Board public hearing with speakers and thus exacerbate workload issues, CTO&S has obtained an opinion from Town Counsel’s Office (see Appendix A) that the chair of a board or committee can impose reasonable, content-neutral, narrowly-tailored limits to the time allotted for comment on each warrant article at a public hearing. This could include limits on the time allotted to each speaker as well as prohibiting additional individuals from speaking when the total allotted time was reached, even at a public hearing. Thus, the issue of workload could be controlled.

- *Preparing Reports Need Not Impose an Excessive Burden.* In response to concerns that the writing of reports imposed excessive burdens on Select Board staff, CTO&S noted that even when a report is mandated, the bylaws cannot dictate the extensiveness, quality, or depth of that report. Those issues would be entirely in the control of the Select Board. The Select Board has increasingly deferred its voting on articles until the Advisory Committee or an Advisory Committee subcommittee has reported, and a Select Board report could simply state “The Select Board agrees with the Advisory Committee” or “The Select Board takes a position that [with a short listing of bullet points]” or “The Select Board makes no recommendation on this article.” Here too, workload issues could be controlled.
- *The Select Board Has a Unique Ability and Responsibility to Advise and Inform Town Meeting on Some Categories of Warrant Articles.* The Select Board is the Town’s elected executive body, which means that it represents all the residents of Brookline and is responsible for overseeing the functioning of Town departments. It also has direct access to the Town’s executive and administrative personnel and the information that they can provide on the impact of warrant articles on the Town’s operations and financial situation. The Select Board is often responsible for placing articles on the warrant, either on its own behalf or on behalf of Town departments or committees that are appointed by the Select Board. The Select Board also has the responsibility for filing Home Rule Petitions with the state legislature. CTO&S thus believes that the Select Board should make recommendations for Town Meeting’s consideration on specific categories of warrant articles that are of particular significance to the Town and on which the Select Board may have an important and unique perspective: articles that (1) have been submitted by a Town department, board, committee, or commission; (2) request action by the Massachusetts state legislature; (3) propose to amend any Town by-law; (4) authorize or require the Town to enter binding agreements; or (5) involve any appropriation of funds. Nonetheless, while making such recommendations should be the presumptive course, CTO&S recognizes that the Select Board members cannot effectively be compelled to take a position on any given warrant article, because members can always abstain on a vote. Thus, the amendment that CTO&S is proposing to Section 2.5.2 recognizes that the Select

Board may choose not to make a recommendation on a warrant article, but requires that the Select Board state its reasons for offering no recommendation.

- *The Advisory Committee is Functioning Well Under the Bylaws Regarding Its Responsibilities for Preparing Reports and Recommendations on Warrant Articles.* CTO&S decided not to amend Section 2.2.6 of the General Bylaws, which states that the Advisory Committee may consider “any or all” questions, including warrant articles, for the purpose of making “reports or recommendations” to the Town. That language was added to Section 2.2.6 by the November 2020 Town Meeting and the process used by the Advisory Committee to consider and report on warrant articles appears to be working well, even if Town Meeting does not always vote the way the Advisory Committee recommends. CTO&S thought it would be premature to consider changes to Section 2.2.6. CTO&S did, however, decide that Section 2.5.2 of the General Bylaws should be amended to ensure that section was consistent with Section 2.2.6.
- *The Need for Further Actions.* CTOS&S recognized that amending the bylaws regarding public hearings and the responsibilities of the Select Board and Advisory Committee would not address all the issues raised by the increasing number of warrant articles. Town Meeting itself also has found it challenging to consider a large number of warrant articles, particularly when some of those articles raise complex issues. It also will be necessary to reduce the number of warrant articles or to enable the Select Board, in particular, to find more time to devote to consideration of warrant articles.

EXPLANATION OF BYLAW AMENDMENTS PROPOSED BY THIS ARTICLE

The warrant article submitted by CTO&S on the warrant review process includes amendments to three sections of the Town’s General Bylaws.

Amendment to Section 2.5.2 of the General Bylaws

The proposed CTO&S amendment to Section 2.5.2 includes the following components:

- Select Board public hearings are explicitly required on all warrant articles, not just on those with regard to which there is a “final” or “first” vote. As noted above and in Appendix A, the chair can impose reasonable controls on public hearings.
- The Select Board would be required to prepare reports on all warrant articles. In practice, such reports need not be as detailed as the reports of the Advisory Committee. For some warrant articles, the Select Board may simply incorporate the reasoning of other reports, including those of the Advisory Committee.
- The Select Board would not be required to make a recommendation on every warrant article, but would be required to explain its reasons for deciding not to make a recommendation.

- The amendment specifies the categories of articles that deserve priority attention from the Select Board: on articles that (1) have been submitted by a Town department, board, committee, or commission; (2) request action by the Massachusetts state legislature; (3) propose to amend any Town by-law; (4) authorize or require the Town to enter binding agreements; or (5) involve any appropriation of funds. These are the types of articles for which the Select Board has a special responsibility, or on which the Select Board and its staff can provide important information and perspectives that would be valuable to Town Meeting.
- The amendment adds a reference to the recent November 2020 amendment to bylaw Section 2.2.6 (General Duties) regarding the Advisory Committee. Section 2.5.2 would thus be consistent with that section, which gives the Advisory Committee the option of considering “any or all” articles and offering “reports or recommendations” on each.

These changes to Section 2.5.2 reflect suggestions from former Select Board member and current Town Meeting Member Marty Rosenthal. CTO&S discussed many alternative approaches, including a firm requirement that the Select Board make recommendations on the five categories of warrant articles, procedures by which a supermajority of the Select Board could decide to not consider some article, and procedures by which a minority of the Select Board could vote to ensure that the Select Board considered a given warrant article and make a recommendation on it. After much discussion, CTO&S concluded that the approach embodied by the proposed amendments to Section 2.5.2 was the best and most balanced response to the significant increase in the number of warrant articles. It is ultimately up to Town Meeting to decide what the Select Board should be required to report to Town Meeting to enable Town Meeting to effectively make informed decisions on warrant articles.

Amendment Clarifying Article 3.22 of the General Bylaws

Article 3.22 of the General Bylaws requires all elected and appointed committees, boards, councils, and trustees to hold a public hearing before their “first or only vote” on a warrant article. Many of these bodies rarely make recommendations to Town Meeting. Most are not required to make recommendations. Should a committee that is not required to make a recommendation to Town Meeting be required to hold a public hearing prior to voting to not consider a warrant article that it is not required to consider? The proposed change would make clear that the requirement for a public hearing applies only when a such a committee decides to make a report or recommendation to Town Meeting. The Select Board and Advisory Committee are also governed by Sections 2.2.6 and 2.5.2 of the General Bylaws, which include further, more detailed requirements for holding hearings and making reports and recommendations to Town Meeting on warrant articles.

Note that the proposed CTO&S amendment to Section 2.5.2 requires the Select Board and the Advisory Committee (or a subcommittee of the Advisory Committee) to hold a public hearing on *all* articles in the warrant, even if no vote is taken. Article 3.22 ensures that

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when the Select Board or Advisory Committee makes a recommendation to Town Meeting, such hearings will be held before the recommendation is made.

Amendment to Section 2.1.3 of the General Bylaws

This amendment to Section 2.1.3 would increase the time period between the closing of the warrant and the first night of Town Meeting from 75 days to 90 days. This would allow the Select Board and Advisory Committee more time to schedule hearings and meetings on warrant articles. The profusion of warrant articles that have recently been filed has increased the workload of the Select Board and the Advisory Committee, but the time period between the closing of the warrant and the beginning of Town Meeting has remained the same. CTO&S believes that, if those volunteer bodies are to be expected to do a thoughtful and credible job analyzing the language and impact of warrant articles (including, for the Advisory Committee, public hearings, subcommittee meetings, meetings of the full Advisory Committee, and the drafting of thorough reports), additional time is required. That view was shared by members of the Select Board and Advisory Committee who participated in the CTO&S's public hearings and meetings. The Advisory Committee, in particular, finds it challenging to schedule subcommittee public hearings and meetings of the full Advisory Committee to adequately review all warrant articles and departmental budgets in the weeks prior to the Annual Town Meeting. Even without the need to consider the budget, similar challenges emerge when there are many articles on the warrant for a November Town Meeting. The current bylaw providing a 75-day time period between the closing of the warrant and the opening session of Town Meeting was enacted when the warrant included many fewer articles.

Extending the time for the consideration of warrant articles and drafting of reports to 90 days would not prevent the Select Board from adding one or more articles to the warrant after the warrant had closed. The General Bylaws would continue to include the following provision: "The requirements of sections 2.1.2 through 2.1.4, inclusive, may be waived when the Select Board determines that emergency conditions, or a situation requiring immediate action or the provisions of any general or special law require such a waiver."

Would increasing the time period between the closing of the warrant and the first night of Town Meeting mean that Brookline was perpetually in "Town Meeting season"? Adding the 15 days to the current interval between the closing of the warrant and the start of Town Meeting would not significantly increase the amount of time devoted to Town Meeting-related issues. Brookline already has two Town Meeting "seasons" of approximately 120 days: 30 days in which the warrant is open, 75 days between the closing of the warrant and the first night of Town Meeting, and approximately 15 days from the first to the final night of Town Meeting—depending on the number of nights required and the need to take a break for holidays such as Thanksgiving. Thus, with Town Meetings in May and November, Brookline is now preparing for or holding Town Meeting for about 240 days of each year. The amendment to Section 2.1.3 would increase that total to about 270 days.

ADDITIONAL POTENTIAL METHODS TO DEAL WITH THE PROBLEM OF “TOO MANY ARTICLES, TOO LITTLE TIME”

In addition to the warrant article submitted by CTO&S, there are a variety of potential options that might be considered to deal with the problem of “too many warrant articles, too little time” that has been identified as a concern by members of the Select Board, Advisory Committee, and Town Meeting. The following list includes items that have been mentioned at CTO&S meetings and other discussions of how to address the problem of “article profusion.” Although CTO&S has not evaluated these ideas, some may merit further study. Most could be implemented without amending the Town bylaws.

Reducing the Number of Warrant Articles

- Add more language to the Town Meeting Handbook to explain that a warrant article often is not necessary, because issues can often be resolved by discussions with Town or School personnel. Build the norm that the goal is not to have as many articles as possible. Discourage resolutions on national and international topics.
- Encourage the Select Board to place articles on the warrant only when necessary and when they already have been thoroughly vetted through an internal process and with community engagement. Past articles generated by Town departments have at times been referred or not moved because they were premature and should have been vetted and revised prior to submission.
- Require more signatures for warrant articles. Under State Law, G.L. c. 39, sec. 10, no more than 10 signatures may be required for an Annual Town Meeting warrant article and no more than 200 signatures for a Special Town Meeting warrant article. It is questionable whether there would be a realistic chance of increasing the Annual Town Meeting requirement by special State legislation. Brookline has in fact reduced the number to 10 for all Town Meetings; it could without State legislation increase the number of required signatures to as many as 200 for Special Town Meetings. But would an increased number of signatures be an effective hurdle? Or could it lead to petitioners simply filing articles for the Annual Town Meeting rather than a Special Town Meeting?
- Encourage the Select Board and Advisory Committee to develop the mindset that it is better to tell petitioners that they should not move their articles instead of expending time working with petitioners to revise and improve deeply flawed articles. Would this reduce the number of warrant articles that are ultimately debated at Town Meeting, or would it lead to Town Meeting passing flawed articles if the petitioner nonetheless forged ahead?
- Assign a staff person the responsibility of fielding queries from petitioners as to whether their potential warrant articles are necessary. That staff person might be better able to find out what departments are already doing. Petitioners are already

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encouraged to check with staff in departments that would be affected by warrant articles, but that has not consistently occurred.

Finding More Time to Review Warrant Articles

- Allow the Select Board to delegate more of its responsibilities, including licensing and appointments. This would require approval of revisions to the Town Administrator Act by the State legislature. For example, the Select Board is now required to approve all innholder, lodging house, common victualer, food vendor, secondhand motor vehicle sales, open air parking, liquor sales, theater and entertainment licenses. Legislation was filed to change this requirement, but it died in the last legislative session; the legislation is apparently being refiled. In addition, the Select Board is required to make all Civil Service appointments (police and fire at all levels, not just the chiefs or management level personnel).
- Allow the Select Board to delegate authority regarding items such as minor budget changes (e.g., minor reallocations within departments) or minor contract approvals. The Town Administrator has committed to addressing some of these issues.
- Reduce the number of committees on which Select Board members serve. While it is important for Select Board members to be familiar with the actions of certain committees, an initial examination indicates that Select Board membership is in fact legally required on very few of the committees on which Select Board members sit.
- Amend Section 2.5.2 and Article 3.22 of the General Bylaws to allow Select Board subcommittees to hold public hearings on warrant articles—if the Brookline Interactive Group will televise these hearings. The current bylaws only allow subcommittees of the Advisory Committee and School Committee to hold such hearings in lieu of the full committee.
- Accept the fact that Select Board reports may be short and cursory, especially when the reports are not on the categories of warrant articles listed in the proposed CTO&S amendment to Section 2.5.2 of the General Bylaws.
- Encourage the Select Board and the Advisory Committee to write joint reports (including reports written by the Advisory Committee and signed by the Select Board) when the two bodies concur. This would be particularly appropriate for the initial 6 or 7 articles on the Annual Town Meeting warrant, but there might be other opportunities for joint reports. This also would reduce redundancy in the Combined Reports, which often include Select Board and Advisory Committee reports that contain very similar material.
- Improve the process of bringing the Select Board and Advisory Committee into concurrence (when that outcome is possible) so that it takes fewer meetings for the

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two bodies to agree on a motion and that Town Meeting has fewer motions and amendments to consider.

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APPENDIX A

From: Jonathan Simpson <jsimpson@brooklinema.gov>

Sent: Friday, February 24, 2023 1:20 PM

To: Richard Benka <rcvben@verizon.net>

Cc: Joe Callanan <jcallanan@brooklinema.gov>; John Moreschi <jmoreschi@brooklinema.gov>; Harry Bohrs <Harry.Bohrs@bmc.org>; Lynn-Jones, Sean M. <sean_lynn-jones@hks.harvard.edu>

Subject: FW: Legal question for CTO&S - must everyone be allowed to speak at a public hearing? If so, what is the source of the requirement?

Dick:

A chair can impose reasonable restrictions to the time, place, and manner of public testimony as long as the restrictions are content-neutral, narrowly tailored to serve a significant government interest, and leave open ample alternative channels of communication. The desire to conduct an orderly, efficient, and productive meeting is a governmental interest significant enough to justify restrictions on speech at the “limited public forums” that are public hearings.

Your specific questions were:

if something is noticed as a “public hearing,” can the chair limit the number of speakers, which could effectively prohibit some individuals from speaking

I believe the answer is **yes**, if that limit was content-neutral and narrowly tailored. Allowing public comment doesn’t mean a board has to sit and allow public comment indefinitely. A board can apply reasonable, narrowly-tailored limits to both the total time allotted for public comment and the time allotted to each speaker.

could the chair prohibit individuals who wanted to speak from speaking at a duly noticed “public hearing

Again, I believe that, if the limitations the chair was imposing were content-neutral and narrowly-tailored, they could, theoretically, result in prohibiting individuals who wanted to speak at a public hearing from speaking. If the chair has allotted an hour to take public comment, and given each speaker 3 minutes, then the 21st speaker may not get to weigh in. Note, though, that this is NOT a situation where the chair looks at a particular speaker, says “Mr. Smith, we’ve heard from 10 people on your side and I don’t think you’ll be adding anything new to the discussion so I’m going to skip you”. That’s not content-neutral. Again, any prohibition should be the result of a content-neutral, narrowly-tailored restriction – nothing individualized.

Of course, just because a Chair *can* limit testimony does not necessarily mean they *should*. I know from personal experience the value of letting everyone who wants to comment at a public hearing do so; it's been the Town's general practice for a reason. But, as noted above, boards need to be able to conduct orderly, efficient, and productive meetings.

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SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE xx ARTICLE

Submitted by: Neil Gordon, TMM1

To see if the Town will amend Section 2.1.13 of the General Bylaws, as follows (deletions in ~~strikeout~~, additions in **bold underline**):

SECTION 2.1.13 PETITION ARTICLES The Select Board shall insert in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by ~~ten (10)~~ **fifty (50)** or more registered voters in the Town.

Or take any other action relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

On the one hand, petitioned articles are a sign of a healthy, involved citizenry, exercising a most fundamental right of those living in a democracy, i.e., the right to petition their government for a redress of grievances. That right, though, when exercised too broadly and without constraint, creates a curious irony, where the sheer number and quality of petitions becomes a source of grievance. Hence, this warrant article.

A quick note on the law:

M.G.L. c. 39, s. 10 provides that for an annual town meeting, articles can be petitioned by ten or more registered voters. This warrant article cannot, and does not, seek to change that.

For Brookline special town meetings, the number of signatures required is set by local bylaw, at any number from one to one hundred. This warrant article seeks to raise the requirement, to fifty, from the current ten.

Rationale:

Both the Select Board and the Advisory Committee have been burdened by a two-part recent trend: a proliferation of warrant articles, and articles (perhaps hastily conceived and hastily written) filed in forms that are less than fully developed. Town Meeting, the Select Board, the Advisory Committee, and other boards, committees and commissions involved in the process of reviewing, vetting, editing, amending, recommending and voting, deserve better.

Fifty signatures are what's required for a candidate for townwide office to get on the ballot. It's no great burden if done with the modest luxury of time.

Few petitioned warrant articles conceived shortly before a warrant closes are so critical that they can't wait until the next Town Meeting, whether annual or special. For those that

are that important, rallying allies to quickly gather signatures is a viable option. For a true crisis, anyone can petition the Select Board to put an Article on the Warrant directly.

It's time to ease the burden and preserve the integrity of the warrant, the review and vetting process of the Advisory Committee, Select Board, and other of the Town's boards, committees and commissions. It's time to ease the burden and preserve the integrity of Town Meeting, as a serious, deliberative body, and not as a mere suggestion box.

We cannot know in advance whether increasing the number of petition signatures will reduce the burden of the Advisory Committee, the Select Board, and other of the Town's boards, committees and commissions, or of Town Meeting. We cannot know in advance whether increasing the number of petition signatures only for special town meetings will merely cause a shifting of petitions from our November special town meeting to our annual town meeting in May (which may be beneficial in avoiding the difficulty of scheduling around Thanksgiving week and then butting up against holiday season). Petitioner, a Town Meeting Member since 2009, and an Advisory Committee Member since 2015, believes the proposed change, if adopted, is likely to achieve, at least in part, the intended result.

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SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 10TENTH ARTICLE

Submitted by: Neil Gordon, TMM1

To see if the Town will amend Section 2.1.13 of the General Bylaws, as follows (deletions in ~~strikeout~~, additions in **bold underline**):

SECTION 2.1.13 PETITION ARTICLES

(a) Definitions:

Voter Initiated Petition – The petition of voters in the Town requesting insertion of a subject in the warrant for an annual town meeting pursuant to M.G.L. c. 39, s. 10, or special town meeting.

Lead Petitioner – The registered voter of the Town identified as such on a Voter Initiated Petition.

- (b) **Insertion in the warrant of Voter Initiated Petitions:** The Select Board shall insert in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by ten (10) or more registered voters in the Town.
- (c) **For administrative purposes, each Voter Initiated Petition shall identify a single Lead Petitioner, and shall include such Lead Petitioner's relevant contact information.**
- (d) **Failure to comply with the provisions of subsection (c) shall not relieve the Select Board from inserting in the warrant a subject otherwise meeting the criteria for such insertion.**

Or take any other action relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

As the number of warrant articles has expanded, placing a burden on the Advisory Committee, the Select Board, other of the Town's boards, committees and commissions, and on Town Meeting, another trend has emerged: Where petitioned warrant articles were

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most often brought by a petitioner or two, we now see a proliferation of co-petitioners. Excluding the multiple counts of grouped warrant articles, a rough count of last Fall's special town meeting showed at least fifteen articles with multiple petitioners. Five had five or more co-petitioners. One had eleven!

Hidden to many, perhaps, is the burden the practice of listing co-petitioners places on our boards, committees and commissions, and on the Town staff. Scheduling meetings/hearings is difficult, and made more so when multiple petitioners are added to the scheduling mix, without the identification of a lead. Further, the authority of one or another petitioner to speak for the others is often less than clear, leading to inevitable delays. These delays cause the Advisory Committee, the Select Board, and other boards, committees, and commissions, to delay meetings and hearings, and the completion of reports to Town Meeting Members, compressing, as well, Town Meeting Members' preparations for Town Meeting, as well.

This article proposes that every petitioned warrant article designate a single, "Lead Petitioner," for administrative purposes only. Designating a lead will create a single point of contact. It does not preclude collaboration, and it does not preclude identification of co-sponsors/petitioners.

SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 22x ARTICLE

Submitted by: C. Scott Ananian, on behalf of the Ranked Choice Voting Study Committee

To see if the Town will authorize the Select Board to petition the General Court for a special act providing for the use of ranked choice voting in Brookline municipal elections, in the following form, and authorize the General Court to make any revisions that are necessary or appropriate to the form of such bill.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

**“AN ACT RELATIVE TO RANKED CHOICE VOTING IN THE TOWN
OF BROOKLINE” SECTION 1. RANKED CHOICE VOTING**

(a) For the purposes of this section, the following terms shall have the following meanings, unless the context clearly requires otherwise:

“Batch elimination” is the simultaneous defeat of multiple candidates for whom it is mathematically impossible to be elected.

"Concluded ballot," a ballot that does not rank any continuing candidate or contains an overvote at the highest-ranked continuing candidate, or contains 2 or more sequential skipped rankings before its highest-ranked continuing candidate.

"Continuing candidate," a candidate who has not been defeated or elected.

“Election threshold,” the number of votes sufficient for a candidate to be elected in a multi-seat election. It is calculated by dividing the total number of votes counting for continuing candidates in the first round by the sum of the number of seats to be elected and 1, disregarding any fractions, and then adding 1.

"Highest-ranked continuing candidate," the continuing candidate with the highest ranking on a voter's ballot.

"Last-place candidate," (i) the candidate with the lowest vote total in a round of the ranked-choice voting tabulation; or (ii) a candidate that is defeated in batch elimination.

"Overvote," a circumstance in which a voter ranks more than 1 candidate at the same ranking.

“Plurality voting,” the voting system in which the candidate receiving the most votes is declared the winner, even if such candidate does not receive a majority of the votes cast in the election.

“Ranked choice voting,” a method of casting and tabulating ballots in which voters

rank candidates for office in order of preference.

"Ranking" means the number assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number 1 shall be the highest ranking, ranking number 2 shall be the next-highest ranking, and so on.

"Skipped ranking", a circumstance in which a voter does not use a ranking and ranks a candidate with a subsequent ranking.

"Surplus fraction," the number equal to the difference between an elected candidate's vote total and the election threshold, divided by the candidate's vote total.

"Transfer value," the proportion of a vote that a ballot will count to its highest-ranked continuing candidate. Each ballot shall begin with a transfer value of 1. If a ballot counts to the election of a candidate under subsection (d)(1), it receives a lower transfer value.

(b) All town-wide offices and Town Meeting Members shall be elected by ranked choice voting at the annual election, and in any special election called pursuant to MGL Chapter 41 Section 10.

Ranked choice voting shall apply to a single-seat office only when the number of candidates exceeds 2 and to a multi-seat office only when the number of candidates exceeds the number of seats to be elected. Plurality voting should be used when ranked choice voting cannot be conducted.

(c) In any single-seat election, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count as 1 vote for its highest-ranked continuing candidate. Concluded ballots shall not be counted for any continuing candidate. Each round shall proceed sequentially as follows:

(1) If there are 2 continuing candidates, the candidate with the most votes shall be elected, and tabulation shall be complete.

(2) Otherwise, the last-place candidate shall be defeated, or the last-place candidates shall be defeated in batch elimination, and a new round shall begin.

(d) In any multi-seat election, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count, at its current transfer value, for its highest-ranked continuing candidate. Concluded ballots shall not count for any continuing candidate. In the first round only, the election threshold shall then be calculated. Each round shall proceed sequentially as follows:

(1) If the sum of the number of elected candidates and continuing candidates is equal to the number of seats to be filled, then all continuing candidates shall be elected, and tabulation shall be complete.

(2) If at least 1 continuing candidate has more votes than the election threshold, then all such candidates shall be elected. If the number of elected candidates is equal to the number of

seats to be filled, then tabulation shall be complete. Otherwise, each ballot counting for an elected candidate shall be assigned a new transfer value by multiplying the ballot's current transfer value by the surplus fraction for the candidate. Each elected candidate shall be deemed to have a number of votes equal to the election threshold in all future rounds, and a new round shall begin.

(2) Otherwise, the last-place candidate shall be defeated, or the last-place candidates shall be defeated in batch elimination, and a new round shall begin.

(e) Batch elimination shall apply to the largest possible group of continuing candidates such that the sum of the votes of candidates in the group is less than the individual number of votes of every continuing candidate not in the group, and provided that the number of continuing candidates not in the group is at least 1 more than the remaining number of positions to elect.

(f) The Town Clerk, subject to approval by the Board of Registrars, will establish a method of tiebreaking that will be used if 2 or more last-place candidates are tied and batch elimination does not apply. The results of any such tiebreaking events must be recorded and reused in the event of a recount. The method for tiebreaking may be amended from time to time, but shall not be amended during the course of an election, including any and all recounts.

(g) When a skipped ranking or repeat candidate ranking is encountered on a ballot, that vote shall count towards the highest continuing ranking. In the case of an overvote involving two or more continuing candidates, the overvote candidates and all subsequently ranked candidates will be disregarded. If any vote cannot be advanced because no further continuing candidates are ranked on that ballot, that ballot shall be declared concluded for that contest.

(h) As used in section 4 of chapter 43A, the "order of votes received" by candidates in a ranked choice voting election shall mean the order in which candidates are elected. If multiple candidates are elected in the same round, the respective order of elected candidates in that round shall mean the order of votes received by those candidates at the end of the round.

(i) The Town Clerk, subject to approval by the Board of Registrars, may make any changes to the ranked choice voting ballot and tabulation process necessary to ensure the integrity and smooth functioning of the election, provided that ranked choice voting shall still be used and the fewest number of changes are made to achieve such purpose.

(j) In any election conducted using Ranked-Choice Voting, as may be authorized by the State, the Town Clerk shall publish election results that show the tabulations by rounds, along with any additional information that may be required by the Town bylaws.

(k) The Town Clerk shall provide educational materials to voters in accordance with any applicable Town bylaws.

(l) Not sooner than four years after acceptance of this section, a proposal to discontinue

the use of Ranked Choice Voting may be put on the Warrant for Town Meeting by a petition signed by at least ten registered voters of Brookline. In the alternative, not sooner than four years after acceptance of this section, the question may be so placed on said ballot when a petition signed by at least ten per cent of the registered voters of Brookline requesting such action is filed with the registrars, who shall have seven days after receipt of such a petition to certify the signatures. Upon passage in Town Meeting or upon certification of the signatures, the Town Clerk shall cause the question to be placed on the ballot at the next regular municipal election held more than thirty-five days after such passage or certification. Upon the defeat by the voters of the above described ballot question, another proposal to discontinue the use of Ranked Choice Voting may not be placed on the ballot for four years thereafter. Not sooner than four years after a successful vote to discontinue the use of Ranked Choice Voting, the procedures in the paragraph above may be used to resume the use of Ranked Choice Voting.

SECTION 2.

Notwithstanding the provisions of applicable provisions of chapters 53 and 54 of the general laws, Ranked-choice voting ballots for use in the Town of Brookline municipal elections shall be prepared according to a format meeting the below requirements and otherwise consistent with state law.

- a) To the extent possible, a ranked choice voting ballot shall allow voters to rank as many choices as there are candidates. If the voting equipment is unable to reasonably accommodate a number of rankings on the ballot equal to the number of candidates, the Board of Registrars of Voters may limit the number of choices a voter may rank to the maximum number allowed by the voting equipment. A ranked choice voting ballot shall not interfere with a voter's ability to rank at least 1 write-in candidate.
- b) The ballot must indicate the number of seats to be filled for each contest.
- c) For each election where Ranked Choice Voting is used and the number of candidates exceeds two, the Board of Registrars shall randomly draw lots prior to the printing of ballots so as to determine the order in which the names of candidates shall appear on the ballot. To the name of a candidate for Town office who is an elected incumbent thereof shall be added the words 'Candidate for Reelection'.
- d) The ballot must comply with all otherwise applicable provisions of the General Laws and the regulations promulgated thereunder.

SECTION 3. If any part of this Act is declared unconstitutional by a court of competent jurisdiction, the remaining parts shall survive in full force and effect. If a conflict arises between this Act and any other provision of law, the policies and purposes of this Act shall govern.

SECTION 4. This act shall take effect upon the acceptance by the Town of Brookline by the affirmative vote of a majority of voters at any regular or special election at which the question of acceptance is placed on the ballot.

Or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

This article is filed on behalf of the Ranked Choice Voting Study Committee,¹ charged by the Select Board on Jan 25, 2022 pursuant to Warrant Article 18 of the November 2020 Town Meeting which passed 187-34-10.² The committee was charged “to study the potential options for adoption of Ranked-Choice Voting (RCV) for Town Elections. The goal of the committee should be to recommend best practices for Ranked-Choice Voting in Town and to explore the different options for RCV including benefits and challenges.” This warrant article embodies the committee’s recommendations on several of its charged tasks, including:

- “specific recommendations, where appropriate, on the use, or not, of Ranked-Choice Voting for each Town-wide office”
- “specific recommendations, where appropriate, on the use, or not, of Ranked-Choice Voting for Town Meeting Member elections”
- “a process to be used for multi-winner elections, whether iterated one-winner election, a proportional system, or another”
- “specific recommendations on implementation via Home Rule Petition”
- implicitly, “a time frame for potential implementation”

The committee’s charge included the requirement to conduct a public hearing at which its recommendations were presented and comments from the public were solicited. This hearing took place on February 13, 2023, and the recording is available on the Town’s website.³

The committee is also charged with producing a final report. The final report will incorporate feedback from the warrant article review process and Town Meeting.

¹ Voting members of the committee: C. Scott Ananian (chair), Cathleen Cavell (through Oct 2022), Joan Lautenschleger, Alexander Neary, Joan Sawyer, Isaac Silberberg, Jay Sweitzer-Shalit, Mike Sandman (Select Board representative), Ben Kaufman (Town Clerk). Additionally members of Town Meeting and a representative of Voter Choice MA attended many meetings.

² A competing amendment sought to modify the charge to “whether or not to adopt Ranked Choice Voting”; this amendment was defeated 88-139-4. Accordingly, this report and these warrant articles present the committee’s recommendations regarding the best way for the Town to adopt RCV; it is up to Town Meeting to debate “whether or not” by passing, or not, these warrant articles.

³ <https://www.brooklinema.gov/2077/Ranked-Choice-Voting-Study-Committee>

History

In November 2020, “Massachusetts Question 2”, a ballot initiative for state-wide RCV,⁴ failed statewide but Brookline voted 70% in favor of the measure. Not long thereafter, Warrant Article 18 was brought before the November 2020 Town Meeting, and passed 187-34-10. Warrant Article 18 asked for the Ranked Choice Voting Study Committee to be formed. After some delays, on Jan 25, 2022 the Select Board passed the charge to the committee, and in June and July of 2022 interviewed and then named the members of the committee. The Ranked Choice Voting Study Committee (hereafter, the “Committee”) held its first official meeting August 25, 2022,⁵ and has been meeting roughly weekly since.

Procedure

The Committee began by assembling similar warrant articles and home rule petitions from Arlington (H.4207), Northampton (H.4885), Easthampton (S.2331), Concord (HD.5329) and Amherst (H.777). Draft legislation was also contributed by Greg Dennis of Voter Choice MA. From commonalities and differences in these articles, as well as committee member suggestions, the committee drew up a list of essential topics for consideration and decisions to make, as well as a draft legislation skeleton combining all the language alternatives from similar articles.

In the Committee’s weekly meetings it has progressed methodically through this list to discuss the pros and cons of the alternatives and come to consensus on the language presented to Town Meeting in this article.

The committee does not have complete unanimity on one point. The application of RCV specifically to the election of Town Meeting Members was not recommended unanimously, although it was recommended by a majority of the Committee. The Discussion section contains further details.

Background

Under RCV, voters rank the candidates in order of preference. Votes are counted in successive rounds; in each round, candidates with the fewest first choice votes are eliminated and those ballots for these candidates are distributed to each voter’s next preference until each person elected receives a proportional majority of the vote.

Advantages of RCV are that it

- promotes majority support in elections with more than two candidates for a single seat because the ultimate winner must have received more than 50% of the vote;
- promotes reflective representation in multi-winner contests by allowing diverse groups of voters to elect candidates of choice;
- promotes diversity and encourages more third-party participation by reducing concern that vote splitting by either third-party candidates or similar candidates of the same party will lead to an undesirable outcome;

⁴ Restricted to single-winner contests in primary and general elections for statewide offices, state legislative officers, and congressional offices.

⁵ Committee members attempted to meet on August 14, 2022 but due to organizational oversights the members had not been sworn in and an official meeting was not held.

- allows voters to vote for their preferred candidates without worry that they are either wasting their vote or reducing the electoral chances of their next-preferred candidate
- reduces negative campaigning and polarization by broadening the base candidates must capture to win.

As noted by the Advisory Committee during the 2020 debate, an added benefit is that it preserves the second or third choice of a voter whose top candidate leaves the race between the onset of early voting and Election Day.

Disadvantages of RCV are that it

- requires additional tabulation to determine election winners when compared to ‘first past the post’ voting methods.
- multi-winner elections require voters to order their preferences for individual candidates, rather than simply selecting the candidates they wish to support.

The proposed article implements RCV for municipal elections only; that is, the elections that are held annually on the first or second Tuesday of May.

Implementation of RCV is possible using the Town’s current voting machines, which were replaced in Winter 2022. The recently-purchased machines are capable of performing a Ranked-Choice election.

Key features of the proposed article

In order to adopt RCV in municipal elections, a Home Rule Petition is necessary. This is a request to the state legislature to pass a law that would allow Brookline to change the manner of its elections. The Home Rule Petition must first be passed by Town Meeting. After passage the Select Board must send it to the legislature, which must then pass the proposed law before it can take effect. In the proposed article, after passage by the state legislature, a Town-wide vote must be taken and RCV will become effective for municipal elections *only* if it receives a majority vote in favor of adoption.

The proposed home rule petition has the following key features:

- All town-wide elections are to use RCV. This includes both single-winner elections (like for Town Clerk or Moderator) as well as multi-winner elections (School Committee or Library Trustees).⁶
- Additionally, Town Meeting Member elections are to use RCV, according to the submitted text. This includes redistricting years, when there may be up to 15 winners per precinct. [\(See Discussion below.\)](#)

⁶ The Select Board is a single-winner contest in 1 of every 3 years, and a 2-winner contest in the other 2 years.

- The Home Rule petition requires a Town-wide vote to ratify the adoption of municipal RCV. In addition to being democratically sound, this ensures a predictable timeline for the first elections using RCV, instead of being tied to the unpredictable schedule of the state legislature.
- Multi-winner elections are to be conducted using a proportional voting system.
- The order of the candidates on the ballot will be randomized.
- Discretion is given to the Clerk and the Board of Registrars in the handling of ties and ballot size issues.

In addition, the RCV Study Committee will make recommendations to the Town Clerk regarding publication of results and voter education, which the Clerk has indicated is acceptable. The Committee decided not to seek enforcement of these recommendations via a Town bylaw, preferring to provide flexibility to the Town Clerk. However, bylaws could be adopted in the future to enforce provisions of these natures if a future Town Meeting sees fit.

Discussion

The RCV committee did not reach a consensus on whether Town Meeting Members should be included in RCV. Discussion centered on RCV's ability to discover the 'consensus candidates' in elections that are sometimes decided by small numbers of votes, and would reduce vote splitting by similar Town Meeting Member candidates. Concerns were brought up that, in Census years, the next of which is 2032, many candidates would be on the ballot, which could make it challenging for voters to select their preferences among 15 or more candidates. The Committee decided to leave the Home Rule Petition as broad as possible with the inclusion of Town Meeting Members to give Town Meeting the ability to revise the Home Rule Petition during debate. Ultimately the Committee voted 7-0-1 to include the language in the submitted Warrant Article (with the Clerk abstaining), but only 6-1-1 to recommend that RCV be used to elect Town Meeting Members.

At the February 13th public hearing, feedback was provided to the Committee that candidate order on the RCV ballot has a potential to influence election outcomes through 'ballot-order effects' and the RCV committee should mitigate these effects if possible. Election research points to a significant increase in votes for candidates listed first on a ballot order, even in races with as few as two candidates. Many US states, such as New Hampshire and Rhode Island, and Massachusetts localities, such as Newton and Boston, have some form of ballot order lottery or rotation to mitigate the arbitrary advantages of ballot-order effects. The RCV committee, responding to this public feedback, voted to include language that mitigates ballot-order effects, referencing Newton's Article 8-1 election order procedure as a template.

After evaluation of several potential RCV options, the Committee selected a Proportional RCV method. Standard forms of Proportional RCV are currently in use in Cambridge and selected by Amherst, Concord and Northampton. Other options reviewed were Sequential RCV and Bottom-up RCV, which were noted to less fairly represent voter base intentions. The Committee reviewed commonplace methods of transferring Proportional RCV votes

from eliminated candidates to continuing candidates, including random assignment, which is simple but can skew outcomes, and fractional-transfer, which requires a spreadsheet to calculate results, but produces outcomes which are transparent and traceable. Weighing evidence that surveys showed voters in municipalities which use RCV understand how it works, the committee concluded that traceability of voting results was important, and recommended the fractional-transfer method. Further discussion of the merits and opposition to proportional RCV are discussed in the next section.

The committee weighed discussion that many localities that currently use RCV choose to publish the Cast Vote Records (CVR) for each election. The CVR is an electronic data record of each ranking marked on each ballot cast (but is not a digital image of each ballot). Such a record is currently accessible for public audit through a Public Records Request. Publication of CVRs is done to ensure full transparency of election results, but may risk inadvertent de-anonymization of voter choices. After hearing feedback that Cast Vote Record requests made through the current Public Records Request process have established safeguards and will result in technical and legal assistance from the Secretary of State when needed, the Committee decided that publication of the CVR would be a recommendation to the Clerk, but not mandatory.

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SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 13x ARTICLE

Submitted by: Chi Chi Wu, TMM7

To see if the Town will adopt the following as a new Article 3.12A of the Town By-laws:

Article 3.12A

Office of Housing Stability

There shall be established an Office of Housing Stability within the Department of Public Health, or within another Town Department at the discretion of the Town Administrator. The purpose of the Office shall be to assist residents at risk of displacement, prevent homelessness, and to develop initiatives to combat displacement. The office shall serve as a resource and clearinghouse of information for residents who need housing-related assistance and a forum for identifying best practices for combatting displacement. Potential services offered by the office may include:

- Advice and information on housing issues for Brookline residents
- Referrals to community agencies to prevent displacement (legal, mental health, social services, advocacy)
- Accessing financial assistance
- Advocacy with landlords or housing agencies to resolve housing disputes
- Case management to stabilize tenancies
- Housing search (affordable, private, public, inclusionary)
- Individual outreach to Landlords and on-line resources regarding tenant rights and housing search

or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

Renters across the country and the Commonwealth have faced tremendous challenges in recent years, such as shortages of affordable, decent housing and spiking rent increases. Even before the COVID-19 pandemic, [tens of millions](#) of renters struggled with high housing costs, paying over 30 percent of their income for rent, which is considered "cost burdened." The COVID-19 crisis only [exacerbated this housing affordability crisis](#), with soaring [rent hikes](#) and millions of households behind in rent- a [peak of 15 million people or 1 in 5 adult renters in arrears](#) in January 2021.

Here in the Greater Boston region, we have some of the highest rents in the nation - the [second highest](#), behind New York City, with [no signs of prices hikes slowing down](#).

About [45% of residents, and over half of Black and Latino residents](#), in Greater Boston are cost burdened.

As an integral part of the Greater Boston region, Brookline faces these challenges as much as our neighbors. Over [50% of our households](#) are renters. And while our median household income is over [\\$120,000](#) per year, about [10 percent of our population is in poverty](#). Moreover, [45% of our renter households](#) are [cost burdened](#). When rents become unaffordable to our residents, the result can be displacement, which jeopardizes individual households and disrupts stable communities

A number of communities in Greater Boston region have responded to the affordability crisis facing renters by establishing an Office of Housing Stability or similar municipal department. The City of Boston created its office in [2016](#), which provides assistance to tenants in housing crisis due to fire, natural disaster, eviction, or condemnation. Boston is not alone in having an Office of Housing Stability, as several municipalities that are comparable or only slightly larger than Brookline have also created similar offices:

- The City of Somerville ([population 79,815](#); budget [\\$307.7 million](#)) created an office in 2018 which is staffed by nine people.
- The City of Malden ([population 65,932](#); budget [\\$188 million](#)) created an office just this past year.
- The City of Revere ([population 53,864](#); budget [\\$241 million](#)) opened its office in 2020.

Brookline should have an Office of Housing Stability similar to our peer communities of Malden, Somerville and Revere. This article establishes such an office in the Town By-Laws.

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SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

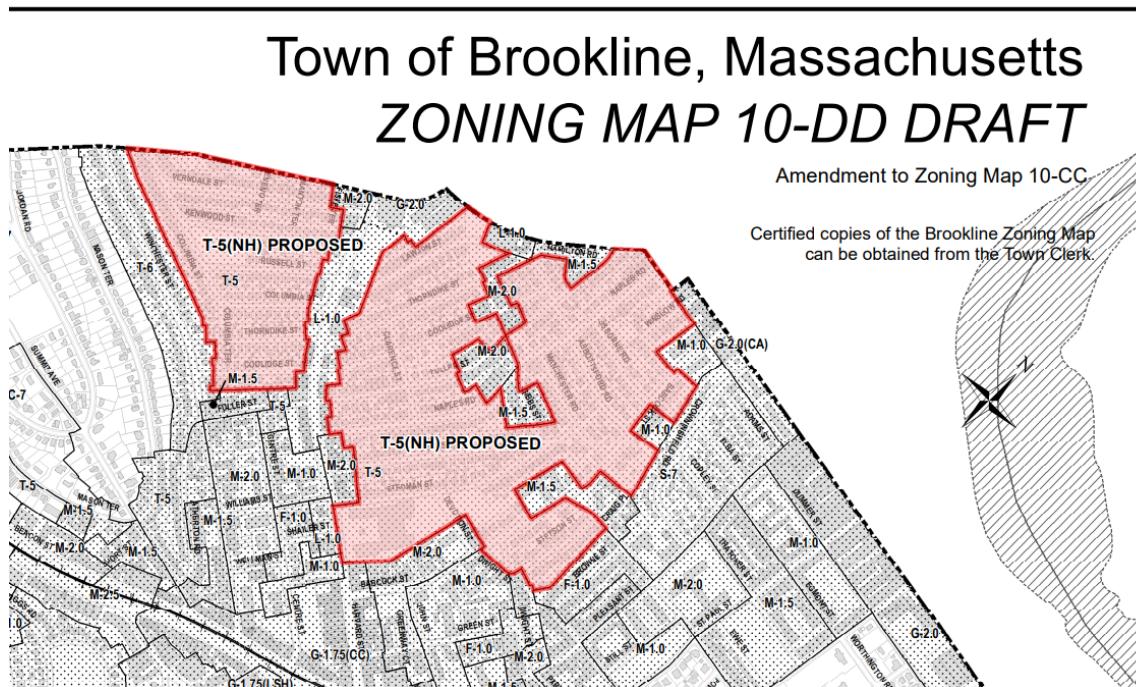
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ARTICLE 16SIXTEENTH ARTICLE

Submitted by: Department of Planning & Community Development

To see if the Town will amend the Zoning By-Law as follows:

1. Amend the Zoning Map to change the lots below from T-5 to T-5(NH)
[Addresses and Block and Lots are listed in Exhibit A]



2. Add to Sec. 3.01 – Classification of Districts, under

- 1 - Residence Districts

- c - Two-Family and Attached Single-Family (T)

- 3) T-5(NH) –Abutting Harvard Street North

3. Add to Table 5.01- Table of Dimensional Requirements:

Add T-5(NH)²¹ to T-5 row 1 column 1

Add footnote to Table 5.01:

21. Also see Section 5.93 – Massing Requirements for T-5(NH)

Table 5.01 – Table of Dimensional Requirements		LOT SIZE MINIMUM (sq. ft.)	FLOOR AREA RATIO MAXIMUM	LOT WIDTH MINIMUM (feet)	HEIGHT ⁹ MAXIMUM (feet)	MINIMUM YARD ^{3, 10} (feet)			OPEN SPACE (% of gross floor area)	
DISTRICT	USE					Front ^{1, 6}	Side ²	Rear	Landsc.	Usable
T-5 T-5(NH) ²¹	1-family detached dwelling	4,000	1.0	40	35	15	7.5	30	10%	30%
	2-family dwelling	5,000	1.0	45	35	15	10	30	10%	30%
	1-family attached dwelling	2,500	1.0	20	35	15	none ²	30	10%	30%
	Any other structure or principal use	5,000	1.0	50	35	25	20	40	30%	none

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4. Modify the last sentence of Section 5.43 as underscored below:
“...provided, however, that under this section the Board of Appeals shall not:
 1. reduce the depth of a required front yard below 15 feet in M Districts;
nor
 2. increase the maximum Building Depth, as defined in Sec. 5.93, in T-5(NH) Districts.”
5. Add a new Section 5.93 to follow Section 5.92 in Article V as indicated below:

Section 5.93 – Massing Requirements for T-5(NH)

The following specifications are required for Principal Structures in the T-5(NH) Zoning District:

Massing Requirements	
Building Depth (max)	50% of Lot Depth Sec. 5.43 shall not apply.
Story Height (min max)	10 ft 12 ft
Number of Stories (max)	2.5
Roof Types	Allowed: Gable, Hip Prohibited: Flat, Mansard, Gambrel
Dormer Specifications	See below.

DEFINITIONS

The Lot Depth shall be measured as the horizontal distance from the midpoint of the Front Lot line of the Primary Street to the midpoint of the Rear Lot Line. Primary Street is defined as the street onto which the Façade of the Principal Structure is oriented. Façade means the exterior wall of a Principal Structure that is the front face of the building. Principal Structure is the structure in which the principle use is conducted.

The Building Depth shall be measured perpendicularly from the Façade as the maximum length to the furthest exterior wall of a Principal Structure.

Half Story	A story having a maximum floor area of 40% of the area of the floor below
Story	The portion of a building located between the surface of a habitable floor and the surface of the habitable floor or roof next above
Ridge	The horizontal line on the roof where two planes intersect to create a peak or highest point on the roof
Wall Plane	The plane that extends from the ground to the top of the wall of a Structure
Roof, Flat	A roof with a slope that is less than 10 degrees
Roof, Gable	A roof sloped on two sides from a central ridge with an exterior wall enclosing each end
Roof, Gambrel	A compound, gabled roof with two slopes on each of its sides, where the lower has a steeper slope than the upper
Roof, Hip	A roof with four evenly sloping sides
Roof, Mansard	A roof having a double slope on all four sides, with the lower slope being much steeper
Roof, Shed	A roof with one slope

DORMER SPECIFICATIONS

Standards

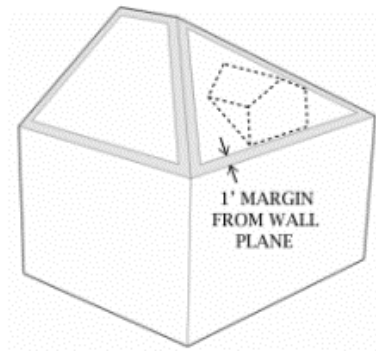
1. The face wall of a gable dormer shall not project beyond the exterior wall of the building and may not interrupt the eaves of the roof.
2. The cumulative width of a single, multiple, or attached combinations of dormers shall not exceed 50% of the eave length of the roof.
3. Dormers shall be centered and multiple dormers shall be equally spaced and centered.
4. Flat roofs are prohibited.

Dimensions

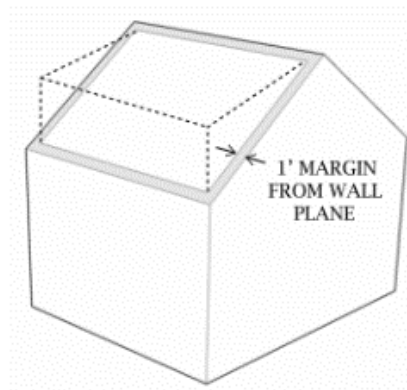
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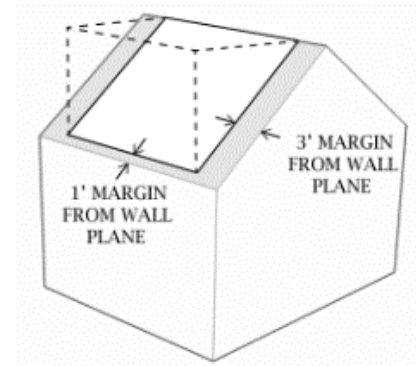


Hip roof



Gable roof

OR



Dormer Dimensions	
Face Width (min)	3.5 feet
Separation from Ridge (min)	1 foot
Separation from Wall Plane (min)	1 foot
Separation from Wall Plane (min), if separation from Ridge is 0	3 feet
Dormer separation (max)	50% of width of the largest dormer

...or act upon anything else thereto.

PETITIONER'S ARTICLE DESCRIPTION

The Department of Planning and Community Development proposes a zoning amendment to address the Article 12 resolution, passed at Fall 2022 Town Meeting, which requested that the Planning Department study proposals to reduce the number of demolitions in Brookline. This zoning amendment would be a first step.

The amendment would create a new zoning district, called T-5 (NH), to encourage reuse of buildings and discourage demolitions. The new zoning district would have the same dimensional requirements as the T-5 district, but would prescribe massing standards for the build-out of attic spaces, third floors and additions, and would limit building depth on a lot. The proposed standards would (a) reduce the rapid pace of the demolition of existing housing stock, (b) encourage conversions of attic spaces and additions for greater living space, and (c) reinforce the strong development pattern of the T-5 architecturally coherent neighborhoods for dormers, additions and new dwellings.

Over the past year and a half, there have been five demolition applications for replacement of primary structures with much larger two families, just in the T-5 districts, off of Harvard Street, north of Beacon Street. All of the proposals were for much larger structures that had a full three stories in contrast to the surrounding homes, which were primarily two-and-half stories with sloped roofs.

Staff preliminarily assessed that these demolitions are due to three factors:

- (1) The majority of structures do not exceed a floor-area ratio (FAR) of about 0.70 in a district where the maximum FAR is 1.0,
- (2) Having no massing standards for the attic level encourages build-out of three full floors that are out of scale with the surrounding 2.5-story structures,
- (3) Waiving minimum yard setbacks under Sec. 5.43 results in sidewalls that are out-of-scale with the existing development pattern, where prevailing buildings depths are about half of the lot depths.

To impose conditions during project review, planning boards depend on specific design standards in the zoning by-law to ensure legally enforceable decisions. The Brookline Zoning By-law lacks standards specific to Brookline's varied neighborhood patterns, which may result in projects with unpredictable design outcomes. The unfortunate byproduct of these gaps in the bylaw is that existing dwelling units, many rental, are replaced with out-of-scale structures that do not add additional housing. Moreover, these new units are designed to be luxury units that supplant the relatively lower rents and prices of existing units.

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In addition to maintaining the existing maximum height of 35 feet, an FAR of 1.0 and the other dimensional requirements for the T-5 districts in Table 5.01, some new massing standards would be set forth:

- (1) A maximum number of stories at 2.5.
- (2) Half-story defined as no more than 40% floor area of the floor below.
- (3) Roof types are prescribed to reinforce the existing pattern of gable and hip roofs.
- (4) Standards for dormer sizes and placement are consistent with existing roof massing patterns and ensure that habitable space at the attic level is feasible.
- (5) Maximum building depth: no more than 50% of lot depth.

Staff's intention is to encourage conversions of attics to habitable floor space and/or additions to existing houses, while managing the overall scale of renovated structures. Where new dwellings are built the goal is to have them be consistent with the surrounding massing, which in this T-5 district is primarily sloped roofs and usable open space in the rear yards.

This By-Law is submitted in an attempt to stem the number of proposed tear downs in one area of Town, north of Beacon Street, and where there are tear downs ensure that replacement dwellings are consistent with the prominent style of the surrounding neighborhood. If successful, this approach may be used in other areas of Town and in other zoning districts to address not only the dimensions of a building, but the form of the building, so that it is contextual with the character of the neighborhood.

SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX



Brookline, MA

Small Business Development Committee**Board Roster****Melissa Tapper Goldman****1st Term** N/A - Aug 31, 2023**Appointing Authority** Select Board**Allish Gilligan****1st Term** Apr 26, 2022 - Aug 31, 2023**Appointing Authority** Select Board**Debbie Raisner Thompson****1st Term** Aug 30, 2022 - Aug 31, 2024**Appointing Authority** Select Board**Position** Member**Colleen Suhanoksy****1st Term** N/A - Aug 31, 2024**Appointing Authority** Select Board**Jennifer Mason****1st Term** N/A - Aug 31, 2024**Appointing Authority** Select Board**David Gladstone****1st Term** N/A - Aug 31, 2024**Appointing Authority** Select Board**Anne Meyers****1st Term** Aug 30, 2022 - Aug 31, 2024**Appointing Authority** Select Board**Position** Member

**John VanScoyoc****1st Term** Aug 30, 2022 - Aug 30, 2025**Position** Select Board Representative**David Leschinsky****2nd Term** Sep 01, 2022 - Aug 31, 2025**Appointing Authority** Select Board**Position** Member**LeRoy Watkins****1st Term** N/A - Aug 31, 2025**Appointing Authority** Select Board**Tracy Chen****1st Term** N/A - Aug 31, 2025**Appointing Authority** Select Board**Andrew Weiner****1st Term** N/A - Aug 31, 2025**Appointing Authority** Select Board**David Leschinsky****2nd Term** Sep 01, 2022 - Sep 01, 2025**Appointing Authority** Select Board**Caitlin Starr****1st Term** N/A - N/A**Appointing Authority** Select Board**Category** Office of Diversity, Inclusion & Community
Relations liaison**Vacancy****Appointing Authority** Select Board



Vacancy

Appointing Authority Select Board

Position Member



COMMITTEE APPLICATION FORM

NAME: Lisa Leger

ADDRESS: [REDACTED] Brookline, MA 02446

PREFERRED PHONE#: [REDACTED]

E-MAIL ADDRESS: lisa@Brooklinechamber.com

SPECIFIC COMMITTEE YOU ARE APPLYING FOR: Small Business Dev. Committee

YOUR RELEVANT AREAS OF INTEREST The businesses of Brookline

WHAT TYPE OF EXPERIENCE OR SKILLS CAN YOU OFFER TO THIS COMMITTEE? Administrative, Fundraising, Leadership

WHAT ISSUES WOULD YOU LIKE TO SEE THIS COMMITTEE ADDRESS?

Expanding the business community in Brookline

HAVE YOU ATTENDED ANY COMMITTEE MEETINGS? yes.

ARE YOU INVOLVED IN ANY OTHER TOWN ACTIVITIES? I am the

Executive Director of the Brookline Chamber of Commerce.

DO YOU HAVE TIME CONSTRAINTS THAT WOULD LIMIT YOUR ABILITY TO ATTEND ONE TO TWO MEETINGS A MONTH? No.

IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)

Please mail or deliver your application to the Select Board Office, 333 Washington St., 6th Fl., Brookline MA 02445 or email it to selectboard@brooklinema.gov